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ABSTRACT

Intended for use in adult basic education programs (ABE) by faculty members of Des Moines Area College, this annotated bibliography reviews textbooks and instructional materials in four coded categories: remedial language (coded R), English language and writing skills (L), arithmetic and mathematics (M), and teaching English as a second language (ESL). The remedial section stresses phonics and reading and includes some basic science and social studies materials. English and writing skills involve sentence construction, grammar, and vocabulary. The mathematics section covers basic operations, some geometry and algebra, and arithmetic in practical situations. English as a second language stresses vocabulary and conversation skills. Each item is structured to include document title, publisher, text format, general content, and reviewer's comments. Each category includes at least thirty references, and the materials reviewed offer a content range from remedial and elementary grade levels to high school and college levels. General Educational Development materials, designed to prepare students for the High School Equivalency exam, are also reviewed. Many resources incorporate practical and functional living skills, such as consumer awareness, career and job planning, and health and safety into their content areas. (DR)

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ADULT BASIC EDUCATION

INSTRUCTIONAL MATERIALS GUIDE

edited by
Bill Johnson

may 1977

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EDUCATION & WELFARE
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JC 790 432

R 0.08 RR LEVEL 0

PUBLISHER Modern Curriculum Press (1973) PRICE

FORMAT: Worktext 128 pages

Consists mainly of drawings to be associated with letter sounds and cartoons accompanied by rhymes using the sounds currently being taught. An appendix includes sample applications for employment and citizenship, as well as subject centered word lists for science, math, government, finance, careers, cities and states, foods, athletic teams, tools, automobile and motorcycle makes, automotive parts, and signs of the zodiac.

CONTENT: Practice Exercises

Letter recognition, consonant sounds, short vowels, compound two-syllable short vowel words, long vowels, compound and two-syllable long-vowel words, consonant blends, vowel y, consonant digraphs ch, sh, th, wh, soft sounds of c and g, r-controlled vowels, vowel digraphs and diphthongs, consonant digraphs kn, wr, ph, ch, gh, dictionary entries, inflectional endings, prefixes and suffixes, contractions.

COMMENTS: RR is the teenager and adult counterpart of the Phonics Is Fun series. Its cover and type size seem less juvenile, although the picture-identification exercises are identical to the ones found in the children's series. Many of the cartoons, too, seem childish - with content aimed at teenagers - although the use of rhymes to reinforce sound-symbol associations can be very helpful to students. A student needing phonics instruction and willing to live with the format could profit from this workbook if the instructor keeps the following points in mind: 1) someone must be available to introduce each sound to the student and to check each exercise orally as it is completed; 2) additional exercises will almost certainly be necessary for reinforcement of each letter sound; 3) much more practice should be provided to combine use of context clues with phonics cues; and 4) reading comprehension skills are not addressed in this book. The word lists might be useful as sources of high-interest sight words.

Sue Wickham
5-7-77

R 0.09 PHONICS IS FUN, BOOK 1 LEVEL 0

PUBLISHER Modern Curriculm Press (1970) PRICE PART 1 OF A SERIES OF 3

FORMAT: Worktext 160 pages Instruction Manual Key (Separate)

Choice of drawings, size of print, and suggested lessons in the teacher's manual clearly indicate that this book was designed for children in the primary grades.

CONTENT: Practice Exercises

Visual discrimination, letter recognition, initial and final consonant sounds, short vowels, long vowels, inflections s, ed, ing, consonant blends, vowel y, and consonant dipgraphs.

COMMENTS: Because the format of this set is so obviously designed for young elementary school children, it would not be acceptable to many adults. The books do provide a variety of exercises in recognition of letter sounds; perhaps these could be used as supplementary oral exercises. Any instructor using this series should not plan to use all of all three books with one student, since a great deal of material is repeated in both Books 2 and 3. Modern Curriculum Press also publishes a phonics workbook for older students: RR. (See entry R 0.08).

Sue Wickham
5-3-77

R 1.34 PHONICS IS FUN, BOOK 1 LEVEL 1

PUBLISHER Modern Curricuim Press (1970) PRICE ______ PART 1 OF A SERIES OF 3

See Comments under Level 0

R 1.35 PHONICS IS FUN, BOOK 2 LEVEL 1

PUBLISHER Modern Curriculm Press (1970) PRICE ______ PART 2 OF A SERIES OF 3

FORMAT: Worktext 160 pages Instruction Manual Key (Separate)

See Comments on Book 1, Level 0

CONTENT: Practice Exercises

Letter recognition (very brief), consonant sounds, short vowels, short-vowel compound and two-syllable rules, long vowels, long-vowel compound and two-syllable words, consonant blends, vowel y, vowel w, consonant digraphs, hard and soft sounds of c and g, r-controlled vowels, suffix s, es, ies, ed, final consonant doubled, final e dropped, ful, less, er, est, contractions, vowel digraphs, diphthongs, silent consonants, le ending, prefix re, un, dis, synonyms, antonyms, homonyms. Emphasis is on the less regular sound-symbol relationships and on an introduction to structural analysis.

COMMENTS: See Comments on Book 1.

Sue Wickham
5-3-77

R 1.36 PHONICS IS FUN, BOOK 3 LEVEL 1

PUBLISHER Modern Curriculum Press (1973) PRICE PART 3 OF A SERIES OF 3

FORMAT: Worktext 128 pages Instruction Manual Key (Separate)

Type size is smaller than in Books 2 and 3; this level appears slightly less childish than the other two.

CONTENT: Practice Exercises

Alphabet, consonant sounds, short vowels, short-vowel compound words, long vowels, long vowel compound words, consonant blends, consonant digraphs, hard and soft sounds of c and g, r-controlled vowels, vowel digraphs and diphthongs, silent consonants, le ending, recognizing syllables, suffixes and prefixes, contractions, synonyms, antonyms, and homonyms. This level presents a brief review of letter sounds. The only new skill taught is recognizing syllables.

COMMENTS: See Comments on Book 1, Level 0.

Sue Wickham
5-3-77

R 1.37 GETTING AND HOLDING A JOB LEVEL I

PUBLISHER Frank E. Richards PRICE PART 3 OF A SERIES OF 3

FORMAT: Worktext 60 pages

There is a great deal of vocabulary introduced in this worktext, as would only be necessary. There are few "exercises" for the primary level adult reader to learn unfamiliar terms.

CONTENT:

1) How to find a job (reading in newspapers: vocabulary, use of resources); 2) How to apply for a job (reading and writing for applications: vocabulary; interviewing: speaking; employment agencies: reading, use of resources); 3) Necessary incidentals inherent to employment (taxes, unions, etc: vocabulary, reading, math, use of tables); 4) Job holding hints.

COMMENTS: This material is very functionally oriented with, in even the last three chapters I have grouped under the category "Job Holding Hints", only a minimal amount of "preaching". This has contributed to the materials utility. The scarcity of exercises for using vocabulary introduced in each chapter as "key words" requires instructor ingenuity for supplementation. The book is not suitable for independent use by any but the most exceptional students below fourth grade reading level.

Robert S. Mann
3-5-77

R 1.38 I WANT A JOB LEVEL I

PUBLISHER Frank E. Richards (1964) PRICE PART 1 OF A SERIES OF 3

FORMAT: Worktext 36 pages

Very practical information is the concern of this series and the student experiences that information transfer in very practical ways: by filling out representative forms, for example.

CONTENT: Explains Concepts Examples Practice Exercises

Presents the formal steps required of a person seeking employment: 1) Being able to write certain basics (name, address, etc.); 2) acquiring information (social security card, birth certificate, reading newspaper ads, getting references); 3) interviewing; 4) special job related requirements (work permit, etc.); 5) some basics about on the job behavior.

COMMENTS: This material has been used with some success in both traditional ABE classroom instruction and in tutorial situations. The reading text is too difficult for the independent use of students functioning below a fourth grade level.

Robert S. Mann
3-5-77

R 1.39 ON THE JOB LEVEL I

PUBLISHER Frank E. Richards (1965) PRICE PART 2 OF A SERIES OF 3

FORMAT: Worktext 34 pages

Similar to I Want a Job.

CONTENT: Explains Concepts Examples Practice Exercises

With each functional skill introduced, a set pattern is utilized: 1) introduction of "key words" - vocabulary; 2) a reading passage or sample form or other use of that key word group; 3) an exercise to "personalize the functional concept and attendant verbal forms". The functional concepts are: 1) preparing for work and 2) being at work. (As a categorization of twelve "mini-chapters")

COMMENTS: This material utilizes almost a "sing-song", very simple prose style and coupled with the highly subjective nature of much of the content, some students have flatly rejected it.

Robert S. Mann
3-5-77

R 2.35 READING COMPETENCE LEVEL 2

PUBLISHER Cambridge (1977) PRICE PART 1 OF A SERIES OF 4

FORMAT: Worktext 186 pages Key (Contained) Pre-test (Contained)
Mastery Test (Contained)

Illustrated with up-to-date photographs and copies of actual forms. The variety of type faces on each page is distracting; it is difficult to determine which sentences are being emphasized. Lessons are grouped into units from eight to twenty pages long, with objectives stated for each lesson and answers located at the end of each unit. Unit headings, page labels, and a detailed index indicate the content and skills presented.

CONTENT: Explains Concepts Examples Practice Exercises

Units are based on the five APL content categories: consumer economics, health, community resources, occupational knowledge, and government. This book includes units on grocery shopping, smoking and heart disease, transportation, emergency community resources, home safety, choosing a job, enlarging a house, applying for a job, being arrested, and buying goods at stores and through mail-order houses. Several reading skills are taught with each unit. Skills emphasized in this book include main ideas, context clues, structural analysis for meaning, using an index, using the dictionary, reading maps, filling out forms (job application, social security, mail order), classifying information, and recognizing organization (time sequence, cause-effect, comparison-contrast).

COMMENTS: Although this book's content is related to functional living skills, the emphasis in the lessons is usually on reading skills rather than subject matter. For example, a student completing the book will not necessarily have a thorough knowledge of first aid procedures, but he should know how to follow written directions in the proper sequence. He may not know how to decide upon a career, but he will be able to locate a specific job description in the Occupational Outlook Handbook. This emphasis on reading skills presented within content-related organization can create both problems and possibilities for instructional use. An instructor wanting to use the book as a basic reading text may find the explanation of skills sometimes skimpy and the sequence of skills poorly organized, since reading skills are taught when they are applicable to the functional contents, and relationships among skills are not discussed. Thus, time sequence is introduced in a unit on health (emergency procedures), comparison-contrast in a unit on jobs, and cause-effect in a unit on remodeling; nowhere is there a general discussion of identifying the author's pattern of organization. The instructor then, must take the responsibility for pointing out these relationships and making appropriate transitions from one skill to another. The series can, however, be used in other ways than the sequence in which it was written. For instance, the instructor may want to choose isolated lessons or units, perhaps from more than one book in the series, related to a student's specific interests and needs - such as learning to use a telephone book or more generally improving money management. These lessons could be followed by use of actual materials. Or portions of the series could be used to accompany a content-oriented functional living series, such as Steck-Vaughn's Family Development Series, if the instructor wants to teach content and skills simultaneously. Whatever way this series is used, it should clearly prove to students that reading skills are helpful in their daily lives, not just in an academic environment.

Sue Wickham
5-20-77

R 2.36 READING IMPROVEMENT LEVEL 2

PUBLISHER Cambridge (1977) PRICE ____ PART 2 OF A SERIES OF 4

FORMAT: Worktext 184 pages Key (Contained) Pre-test (Contained)
Mastery Test (Contained)

See Comments on Reading Competence.

CONTENT: Explains Concepts Examples Practice Exercises

Units are based on the five APL categories: consumer economics, health, community resources, occupational knowledge, and government. This book includes units on driving regulations, nutrition, travel, securing a job, locating information about entertainment, budgeting, obtaining citizenship, government benefits, and emotional coping skills. Several reading skills are taught with each unit. Skills emphasized in this book include reading charts, schedules, forms, and maps; using context clues; classifying information; recognizing relationships (time sequence, cause-effect, comparison-contrast); and locating information (Table of Contents, index, dictionary, yellow pages).

COMMENTS: See Comments on Reading Competence.

Sue Wickham
5-20-77

R 2.37 READING PERFORMANCE LEVEL 2

PUBLISHER Cambridge (1977) PRICE ____ PART 3 OF A SERIES OF 4

FORMAT: Worktext 186 pages Key (Contained) Pre-test (Contained)
Mastery Test (Contained)

See Comments on Reading Competence.

CONTENT:

Units are based on the five APL categories: consumer economics, health, community resources, occupational knowledge, and government. This book includes units on physicians, health insurance, locating a job, budgeting, buying a car, car care, maintaining investments, time zones, transportation, eating out, civil rights, licenses, voting. Reading skills incorporated in these units include drawing conclusions; recognizing organization (time sequence, comparison-contrast, cause-effect); locating information (library, encyclopedia, yellow pages); reading maps, time-tables, charts, and forms; detecting propaganda and paraphrasing.

COMMENTS: See Comments on Reading Competence.

Sue Wickham
5-20-77

R 2.38 READING ACHIEVEMENT LEVEL 2

PUBLISHER Cambridge (1977) PRICE PART 4 OF A SERIES OF 4

FORMAT: Worktext 186 pages Key (Contained) Pre-test (Contained)
Mastery Test (Contained)

See Comments on Reading Competence.

CONTENT: Explains Concepts Examples Practice Exercises

Units are based on the five APL categories: consumer economics, health, community resources, occupational knowledge, and government. This book includes units on saving money, paying bills, buying on credit, home safety, infant development and care, drug abuse, branches of government, taxes, pollution, social services and labor unions. Several reading skills are taught with each unit. Skills emphasized in this book include completing forms (bank deposit and withdrawal slips, credit union applications, money orders, checks, income tax forms), reading charts and graphs, drawing conclusions, recognizing relationships (time sequence, cause-effect, comparison-contrast), classifying information, and using context clues.

COMMENTS: See Comments on Reading Competence.

Sue Wickham
5-20-77

R 2.39 THE GED HANDBOOK OF BASIC SCIENCE LEVEL 2

PUBLISHER Cambridge PRICE

FORMAT: Text

The book consists of 72 lessons averaging six pages each. The last page of each lesson contains a set of review questions (completion and true-false format). Reading aids include subheadings, diagrams, and occasional photographs within the lessons and an index, evolutionary timetable, pictures of scientific equipment and alphabetical listing of the elements at the end of the book.

CONTENT: Explains Concepts Examples Practice Exercises

The lessons are grouped in five categories: the scientific process, earth science, life science, physics, and chemistry. Earth and life science receive the most emphasis - 49 of 72 lessons. Review questions require factual recall only.

COMMENTS: This text seems comparable in intent to the Steck-Vaughn Basic Science for Living series; both books emphasize achieving mastery of basic scientific facts, concepts, and terms. Because of its greater length, the Cambridge book does provide somewhat more in-depth information than does the Steck-Vaughn series; furthermore, this text pays far more attention to the processes of scientific experimentation and fundamental questions with which scientists concern themselves. If this text is to be used to develop reading skills as well as to develop a background in basic science, the instructor should plan to create additional questions or other exercises to develop inferential and application skills.

Sue Wickham
3-20-77

R 2.40 MAP SKILLS LEVEL 2

PUBLISHER Continental Press (1965) PRICE

FORMAT: Worktext Programmed 54 pages Key (Contained)
Mastery Test (Contained)

The programmed format does seem to simplify map skills for most students. A review section at the end of each chapter helps foster retention of information, but the book provides no opportunity for review from one chapter to the next.

CONTENT: Explains Concepts Examples Practice Exercises

Directions; land forms; water forms; latitude and longitude lines; mileage scales and legends; surface features; climate zones; political maps; distribution, topographical, and ocean current maps.

COMMENTS: Within the limits of the author's intent, this book is useful in teaching basic map skills. Its greatest assets are its step-by-step analysis of literal map reading activities and its presentation of basic map vocabulary. For maximum transfer of map skills, however, the student should have the opportunity to work with a variety of maps, including city maps, road maps, globes, and political and physical maps of various kinds. The author has not often attempted to relate map skills to geographical concepts or to encourage the student to draw inferences from map data. If the instructor wishes to promote these higher-level skills, he needs to locate additional materials.

Sue Wickham
3-19-77

R 2.41 GUIDED READING STUDY GUIDE, SET G: SOCIAL SCIENCES LEVEL 2

PUBLISHER Instructional/Communications Technology (1973) PRICE ______ PART 1 OF A SERIES OF 12

FORMAT: Text 66 pages Equipment Required: Controlled Reader and Filmstrips
Key (Contained)

Each book consists of ten lessons. Each lesson begins with a page of vocabulary words presented in context. Stories are divided into two sections, Part A to be previewed and read in the workbook, Part B to be read on the controlled reader. The entire story is, however, printed in the workbook. Each story is followed by a comprehension check consisting of ten questions and an eleventh thought questions. Aids include a vocabulary list for the entire book, with technical terms asterisked, and comprehension questions labeled if they check for inferences and main ideas. Average passage length [illegible] 735 words.

CONTENT: Practice Exercises

The book is designed to provide reading practice in Social Science materials rather than to provide instruction in subject matter or reading skills. Topics include biographies of unusual people, incidents from American history, the Crusades, and American ethnic groups. Reading skills tested include finding facts, drawing inferences, identifying main ideas, recognizing cause-effect relationships, evaluating evidence, classifying information, recognizing figurative language, comparing and contracting data.

COMMENTS: As a vehicle for increasing reading speed, the series has definite limitations. A major problem is the format: logically, the reader should use the controlled reader first and then try to transfer his increased speed to his normal reading medium. In this series, the sequence is reversed. Perhaps the problem could be overcome by using a three-part lesson: Parts A and B of the story followed by a timed reading of other material supplied by either student or instructor. The book may be useful as a source of supplementary practice material for students working to improve their reading skills. Stories - frequently excerpts from magazine articles - are generally written at an adult interest level; and the comprehension questions are more though-provoking than the usual superficial multiple-choice format affords. The questions frequently include diagrams or charts to complete which allow the students to grasp more easily the relationship among ideas. The thought questions should help extend the students' thinking on the subject of each article if the instructor takes time to discuss their answers.

Sue Wickham
4-14-77

R 2.42 GUIDED READING STUDY GUIDE, SET G: CAREER AND CONSUMER AWARENESS LEVEL 2

PUBLISHER Instructional/Communications Technology (1973) PRICE PART 2 OF A SERIES OF 12

FORMAT: Text 66 pages Equipment Required: Controlled Reader and Filmstrips
Key (Contained)

See Comments on Set G: Social Studies.
Average passage length: 735 words.

CONTENT: Practice Exercises

Story topics include job awareness (Career choices, job interviews, unions, job satisfaction and women in the job market) and consumer information (food labeling, pickpockets, effects of cigarette smoking, choosing sunglasses, and avoiding frauds). Reading skills tested include finding facts, drawing inferences, finding main ideas, distinguishing facts from opinions, interpreting similes, translating printed information to diagrams, relating causes to effects, categorizing information, evaluating information.

COMMENTS: See Comments on Set G: Social Studies.

Sue Wickham
4-17-77

R 2.43 GUIDED READING STUDY GUIDE, SET H: CONTEMPORY ISSUES LEVEL 2

PUBLISHER Instructional/Communications Technology (1973) PRICE PART 3 OF A SERIES OF 12

FORMAT: Text 66 pages Equipment Required: Controlled Reader and Filmstrips
Key (Contained)

See Comments on Set G: Social Studies.
Average passage length: 765 words.

CONTENT: Practice Exercises

Topics include urban traffic, women's lib for blacks, pollution, energy supplies, police use of computers, protection of privacy, steps to take after a traffic accident, hockey, high-rise apartment houses, and rodeos. Reading skills tested include locating facts, drawing inferences, finding main ideas, outlining information, relating a series of causes and effects, evaluating information, categorizing information.

COMMENTS: Several articles in this book would be appropriate for students working toward the GED Social Studies test. The stories could be used for vocabulary development and concept building as well as reading skills practice. For further comments: See Comments on Set G: Social Studies.

Sue Wickham
4-17-77

R 2.44 GUIDED READING STUDY GUIDE, SET H: SCIENCE LEVEL 2

PUBLISHER Instructional/Communications Technology (1973) PRICE ______ PART 4 OF A SERIES OF 12

FORMAT: Text 66 pages Equipment Required: Controlled reader and Filmstrips
Key (Contained)

See Comments on Set G: Social Studies.
Average passage length: 765 words.

CONTENT: Practice Exercises

Topics include lightning, early airplanes, electric eels, the internal combustion engine and pollution, the sound spectrograph, water, criminal investigation, chimpanzee groups, seal hunting and high blood pressure. Reading skills tested include factual recall, drawing inferences, identifying main ideas, categorizing information, translating printed information to diagrams, sequencing ideas, evaluating information.

COMMENTS: This book may be useful to students preparing for the GED Science test. Although the articles were not chosen to build basic scientific concepts, they can be used to extend science vocabulary and to illustrate ways in which the study of science influences our lives.

See also Comments on Set G: Social Studies.

Sue Wickham
4-17-77

R 2.45 UNDERSTANDING YOURSELF - FAMILY DEVELOPMENT SERIES LEVEL 2

PUBLISHER Steck-Vaughn (1973) PRICE ______ PART 1 OF A SERIES OF 10

FORMAT: Worktext 95 pages

Photographs have multiethnic appeal. Chapters include introductory questions and subheadings. Questions encourage students to apply information to their personal lives.

CONTENT: Explains Concepts Examples

Development of self-concept; influence of heredity and environment; learning; maintaining mental health; maintaining physical helath; systems of the body; personal values.

COMMENTS: The text is a very non-technical introduction to some basic psychological concepts, with a smattering of biology thrown in. By its nature, the material is value-laden; students should be encouraged to read critically throughout. A small-group discussion of the ideas presented would be ideal. Reading skills which could be developed through this text include reading for a purpose, locating main ideas and relating supporting details to them, identifying a sequence of events (in the operation of the body systems), and understanding diagrams. The section on physical health might be useful for pre-GED students.

Sue Wickham
4-4-77

R 2.46 BECOMING A MORE EFFECTIVE PERSON - FAMILY DEVELOPMENT SERIES LEVEL 2

PUBLISHER Steck-Vaughn (1973) PRICE ______ PART 2 OF A SERIES OF 10

FORMAT: Worktext 80 pages

Photographs have multiethnic appeal. Chapters include introductory questions and subheadings. Questions encourage students to apply information to their personal lives.

CONTENT: Explains Concepts Examples

Adjusting to change; setting and achieving goals; self-direction; initiating change; problem-solving.

COMMENTS: This book might be particularly appropriate for people who are newly independent or facing major changes in their lives. The material is by the nature of the topic, value-laden. Students should be encouraged to read critically throughout. A small-group discussion of the ideas presented would be ideal. Reading skills which could be developed through this text include reading for a purpose, locating main ideas and relating supporting details to them, applying principles to specific situations, following a problem-solution pattern of organization, and classifying data.

Sue Wickham
4-28-77

R 2.47 HEALTH, SAFETY AND SANITATION - FAMILY DEVELOPMENT SERIES LEVEL 2

PUBLISHER Steck-Vaughn (1973) PRICE ____ PART 3 OF A SERIES OF 10

FORMAT: Worktext 96 pages

Photographs have multiethnic appeal. Chapters include guiding questions, self-quizzes, charts, and follow-up questions which encourage students to apply information to their personal lives.

CONTENT: Explains Concepts Examples

Emergency first aid (e.g. for bleeding, poisoning, burns); home first aid; home safety; disease recognition and prevention; home sanitation.

COMMENTS: This book should be of great practical value to anyone responsible for dependents. Information is clearly organized, with several handy reference charts, such as an immunization schedule and a home-safety checklist. Reading skills which could be developed through this text include reading for a purpose, locating a main idea and relating it to supporting details, interpreting charts and diagrams, following time-order sequence, classifying information (e.g. types of burns, types of poisons).

Sue Wickham
4-28-77

R 2.48 BUYING GUIDES - FAMILY DEVELOPMENT SERIES LEVEL 2

PUBLISHER Steck-Vaughn (1973) PRICE ____ PART 4 OF A SERIES OF 10

FORMAT: Worktext 112 pages

Photographs have multiethnic appeal. Information is frequently summarized in chart form. Chapters include introductory questions and checklists, subheadings, and follow-up questions to encourage the student to apply the information to his personal life.

CONTENT: Explains Concepts Examples

Buying wisely (planning, sales, comparison shopping); food shopping (menu planning, unit pricing, choosing appropriate foods); buying clothes (criteria for buying, reading labels); buying home furnishings (furniture, paint, floor cloverings); buying home appliances; handling consumer problems (avoiding sales gimmicks, making complaints, using services).

COMMENTS: The book offers valuable introductory information for consumers; students could read the entire text for a thorough grounding in effective shopping or they could use it as a reference book when planning specific purchases. Unfortunately however, there are no sections on housing or transportation. The book could be used in conjunction with such functional reading activities as reading food or clothing labels, contracts, warranties, advertisements, and catalogs. In addition, it could be used to reinforce such skills as reading for a purpose, using subheadings as guides to main ideas, categorizing information (e.g. types of appliances), and locating information from charts.

Sue Wickham
4-7-77

R 2.49 FAMILY MONEY MANAGEMENT - FAMILY DEVELOPMENT SERIES LEVEL 2

PUBLISHER Steck-Vaughn (1973) PRICE ______ PART 5 OF A SERIES OF 10

FORMAT: Worktext 95 pages

Photographs have multiethnic appeal. Chapters include introductory questions, subheadings, charts, and reproductions of standard forms where appropriate. Follow-up questions encourage students to apply principles to their personal lives.

CONTENT: Explains Concepts Examples

Understanding income (earnings statements, figuring income); figuring expenses; planning budgets, handling checking accounts; credit (types of credit, credit contracts, credit traps); financial security (social security, job protection benefits, savings and investments, insurance, wills).

COMMENTS: This book should be of great practical value to any student responsible for a personal or family budget. Sample budgets and forms, charts to complete, and checklists provide an opportunity for immediate personal gain. Reading skills which could be incorporated with the text include reading for a purpose, identifying a main idea and relating it to supporting details, reading earnings statements and credit contracts, and comparing and contrasting (sources of credit, types of life insurance).

Sue Wickham
4-18-77

R 2.50 YOUR FAMILY - FAMILY DEVELOPMENT SERIES LEVEL 2

PUBLISHER Steck-Vaughn (1974) PRICE ______ PART 6 OF A SERIES OF 10

FORMAT: Worktext 95 pages

Photographs and names of families in examples depict many racial and ethnic backgrounds. Chapters regularly begin with a set of guiding questions. Subheadings are used to break down each subject.

CONTENT: Explains Concepts Examples Practice Exercises

Reading skills are not directly presented in this series, although the questions used require the student to apply what he has read to his personal experiences. Subjects include the family (definitions, stages of growth); marital relationships; family members (stages of child development and understanding needs of older people); and guiding children when problems arise.

COMMENTS: This book is designed to appeal primarily to parents; however, older students or married students without children might find some sections interesting. Although alternative life-styles are mentioned, the author focuses on the traditional family, with both parents in the home and the wife rarely employed more than part-time. The suggestions for solving problems are based on co-operate problem-solving rather than a decision imposed by any dominant family member. A student who chose this book for supplementary reading could be guided to practice reading skills in several areas. The chapter format (initial questions and many subheadings) lends itslef well to practice in reading for a purpose, surveying, and using headings as a guide to the main idea. The chronological sequence (stages of family growth and child development) and analyzing cause-effect relationships (when sample family problems are discussed). Finally, the questions help students apply principles to their daily lives. The book could be effectively used for small-group discussions.

Sue Wickham
4-2-77

R 2.51 COMMUNICATING WITH OTHERS - FAMILY DEVELOPMENT SERIES LEVEL 2

PUBLISHER Steck-Vaughn (1973) PRICE ______ PART 7 OF A SERIES OF 10

FORMAT: Worktext 80 pages

Photographs and names used have multiethnic appeal. Chapters regularly include introductory questions, subheadings, and follow-up questions designed to encourage students to apply the principles studied to their personal lives.

CONTENT: Explains Concepts Examples Practice Exercises

Communications (methods of communicating, barriers to communciation). Friendship (making and keeping friends). Neighbors (Maintaining good social relationships, helping others). Effective communication (understanding the bases of our opinions, developing sensitivity to the feelings of others, solving interpersonal problems).

COMMENTS: This book deals rather blandly and superficially with its subjects. Although important topics, such as lack of agreement on definitions as a cause of poor communication, are presented, they are not reinforced with enough specific examples to drive home the point. Considerable discussion and instructor explanation would be necessary to teach these principles thoroughly. The format of the book lends itself to teaching such reading skills as reading for a purpose, surveying, identifying main ideas, and applying principles to specific situations.

Sue Wickham
4-2-77

R 2.52 WORKING WITH OTHERS - FAMILY DEVELOPMENT SERIES LEVEL 2

PUBLISHER Steck-Vaughn (1973) PRICE ______ PART 8 OF A SERIES OF 10

FORMAT: Worktext 80 pages

Photographs and names used have multiethnic appeal, although occupations are sex role sterotyped. Chapters regularly include introductory questions, subheadings, sample forms, and application questions.

CONTENT: Explains Concepts Examples Practice Exercises

Locating job openings (analyzing job skills and preferences, applying for a social security number, using sources of job information, preparing a personal data sheet and a letter of application). Interviewing for a job (vocational tests, application forms). Relationships on the job. Wages (understanding paychecks, figuring pay, understanding deductions, understanding company benefits).

COMMENTS: This book should be useful to any student unfamiliar with the steps involved in finding a job. Explanations are clear, and the sample forms should be particularly helpful, since the student can fill them out in a dry run. The book could be used to teach and reinforce several reading skills: reading for a purpose, surveying, locating main ideas, following a sequence of steps in a process, and understanding the words used in employment-related forms. In addition, the section on job hunting could be used as a springboard to studying the classified ads and the yellow pages.

Sue Wickham
4-2-77

R 2.53 BEING AN INFORMED CITIZEN - FAMILY DEVELOPMENT SERIES LEVEL 2

PUBLISHER Steck-Vaughn (1973) PRICE ____ PART 9 OF A SERIES OF 10

FORMAT: Worktext 79 pages

Chapters contain introductory questions and subheadings. There are many photographs depicting people from a variety of ethnic backgrounds. Questions encourage students to apply information to their personal lives.

CONTENT: Explains Concepts Examples

The rights of a citizen (Bill of Rights); the responsibilities of citizens; the political process in the United States (political parties, candidate selection, elections); forming political opinions (fact and opinion, mass media, public opinion); propaganda.

COMMENTS: This book would be useful for someone simultaneously working on reading skills and on developing a better understanding of his role as a U.S. citizen - such as GED students or immigrants. The information included on the operation of political parties and on political opinions is found in almost no other books - even advanced GED materials. The book offers several possibilities for reading improvement: work on reading for a purpose, using headings as a clue to the main idea, recognizing a sequence of events (election activities), and reading critically. The instructor would have to develop activities designed to foster these skills and to teach important vocabulary as well.

Sue Wickham
4-4-77

R 2.54 WHERE TO GO, WHO TO SEE, WHAT TO DO - FAMILY DEVELOPMENT SERIES LEVEL 2

PUBLISHER Steck-Vaughn (1973) PRICE ____ PART 10 OF A SERIES OF 10

FORMAT: Worktext 96 pages

Each chapter contains a set of introductory questions and spaces for writing the names, addresses, and telephone numbers of local agencies. Photographs show variety of racial backgrounds.

CONTENT: Explains Concepts Examples Practice Exercises

Seeking help; social services, health and medical services; employment services; legal services; recreational services.

COMMENTS: This book could be a valuable resource directory for students unfamiliar with the agencies in their community - including immigrants. Some students might be encouraged to read through the entire text for an overview of community agencies; others with specific needs could be directed to the section dealing with their problem. The book could be used to re-inforce reading skills in several areas, such as reading for a purpose, categorizing ("In which section would be find workmen's compensation discussed?"), and using the telephone directory efficiently (alphabetizing, yellow pages).

Sue Wickham
4-4-77

R 3.15 PREPARATION FOR THE HIGH SCHOOL EQUIVALENCY EXAMINATION (GED) LEVEL 3

PUBLISHER Cambridge (1972) PRICE

FORMAT: Text 571 pages Key (Contained) Pre-test (Contained)
Mastery Test (Contained)

This text is essentially a test-practice book, with sets of practice passages, answers, and explanations of the answers. Presentation of concepts in reading skills is minimal. Additional study aids include a glossary of terms for each subject, a list of major American historical events, a timetable of evolution, a list of weights and measures, an alphabetical list of chemical elements, and the periodic table. The size of the book may intimidate some students.

CONTENT: Explains Concepts Examples Practice Exercises

This book provides instruction for all five tests, but only the sections dealing with the reading interpretation tests will be discussed here. General reading comprehension: locating main ideas, identifying figures of speech, inferring word meaning from context, building vocabulary by learning common prefixes, roots and suffixes. Social studies: world history, U.S. history, U.S. government, economics and sociology, graph reading, map reading. Science: biology, chemistry, physics, earth science. Literature: prose (plot and setting, character, inferring word and line meaning, tone and style); poetry (figures of speech, devices of sound); drama (inferring character, prose and poetic drama).

COMMENTS: This book may be useful to orient capable students to the types of questions that they can expect to encounter on the actual GED tests. The reading passages seem to be comparable in difficulty to GED test passages, and the practice GED tests at the end of the book are very similar in length and format to the real thing. However, other test-tutor books, such as the Regnery and Holt books, provide a better introduction to the GED testing program, to the nature of the tests, and to establishing a study program. Students who need developmental reading work will find this book of very limited value. The section on general comprehension is too short, with brief explanations and few exercises, to be of much value. Probably the best use the instructor could make of this book would be to keep it as a source of additional practice passages for students who receive initial instruction from other books and need more test-taking practice.

Sue Wickham
3-26-77

R 3.16 HIGH SCHOOL CERTIFICATION THROUGH THE GED TESTS LEVEL 3

PUBLISHER Holt, Rinehart and Winston (1967) PRICE

FORMAT: 250 pages

The book's size is comparable to most paperback novels; it should not be intimidating to the student. At the end of each chapter are a list of undefined terms related to the subject under study and a list of answers without explanations. Within each chapter, the first few answers in each section are explained in some detail.

CONTENT: Explains Concepts Examples Practice Exercises

Although the book contains sections related to all five GED tests, only the introduction and the reading sections are evaluated here. Three introductory chapters cover the purpose and nature of the high school equivalency certificate, the design of the GED tests, and general study techniques. Chapter 4: Reading skills: physical aspects of reading, locating topic sentences, finding the main idea, locating facts, drawing conclusions, evaluating intent, inferring meaning from context, and recognizing techniques of organization. Chapter 5: Interpretation of social studies materials: reading to locate answers, recognizing opinions, comparing opinions, recognizing cause-effect relationships, using context clues, and interpreting charts and graphs. Chapter 6: Interpretation of natural science materials: practice of skills taught in Chapters 4 and 5, interpreting illustrations and diagrams, and using mathematics to solve science questions. Chapter 7: Interpretation of literary materials: practice of skills taught in Chapters 4 and 5, interpreting poetry (figures of speech: simile, metaphor, personifications, hyperbole), and interpreting drama (monologue and dialogue). Chapter 10: Provides a summary of test taking tips and an explanation of the GED test scoring system.

COMMENTS: This book seems ideal for the student who is really ready to take the GED tests, but who lacks the confidence to do so. The book is small and the exercises are brief, so little time would be wasted as the student gained an overview of the types of questions found on the tests. For students who really need reading skills development, another type of book - one with many more practice exercises - would be more appropriate. However, anyone preparing for the GED tests might profit from reading Chapters 1 through 3 and 10. The authors of this book have used a particularly encouraging, non-condescending tone to provide several helpful studying and test-taking hints.

Sue Wickham
3-20-77

R 3.17 GUIDED READING STUDY GUIDE, SET G: CAREER AND CONSUMER AWARENESS LEVEL 3

PUBLISHER Instructional/Communications Technology (1973) PRICE ______ PART 2 OF A SERIES OF 12

SEE COMMENTS UNDER LEVEL 2

R 3.18 GUIDED READING STUDY GUIDE, SET H: CONTEMPORY ISSUES LEVEL 3

PUBLISHER Instructional/Communications Technology (1973) PRICE ______ PART 3 OF A SERIES OF 12

SEE COMMENTS UNDER LEVEL 2

R 3.19 GUIDED READING STUDY GUIDE, SET H: SCIENCE LEVEL 3

PUBLISHER Instructional/Communications Technology (1973) PRICE ______ PART 4 OF A SERIES OF 12

SEE COMMENTS UNDER LEVEL 2

R 3.20 GUIDED READING STUDY GUIDE, SET I: HUMANITIES LEVEL 3

PUBLISHER Instructional/Communications Tech. (1973) PRICE ____ PART 5 OF A SERIES OF 12

FORMAT: Text 66 pages Equipment Required: Controlled Reader and Filmstrips
Key (Contained)

See Comments on Set G: Social Studies (Level 2)
Average passage length: 800 words.

CONTENT: Practice Exercises

Topics include the Roaring Twenties, biographies, Atlantis, the origin of life insurance, mechanisms for telling time, survival on a Pacific Island and emeralds. Reading skills tested include factual recall, drawing inferences, identifying main ideas, outlining information, identifying cause-effect relationships, distinguishing fact from opinion, categorizing information, evaluating information.

COMMENTS: The historical articles might be useful for students preparing for the GED Social Studies tests. See Also: Comments on Set G: Social Studies (Level 2).

Sue Wickham
4-17-77

R 3.21 GUIDED READING STUDY GUIDE: SET I: LITERATURE LEVEL 3

PUBLISHER Instructional/Communications Tech. (1973) PRICE ____ PART 6 OF A SERIES OF 12

FORMAT: Text 66 pages Equipment Required: Controlled Reader and Filmstrips
Key (Contained)

See Comments on Set G: Social Studies (Level 2).
Average passage length: 800 words.

CONTENT: Practice Exercises

Stories are selections from novels, short stories, and narrative essays. Reading skills tested include factual recall, drawing inferences, identifying main ideas, distinguishing fact from opinion, recognizing literary devices, relating causes to effects, categorizing information.

COMMENTS: Selections from this book might be useful practice passages for students preparing for the GED literature tests. See also: Comments on Set G: Social Studies (Level 2).

Sue Wickham
4-18-77

R 3.22 GUIDED READING STUDY GUIDE, SET J: CONTEMPORARY ISSUES LEVEL 3

PUBLISHER Instructional/Communications Tech. (1973) PRICE PART 7 OF A SERIES OF 12

FORMAT: Text 66 pages Equipment Required: Controlled Reader and Filmstrips
Key (Contained)

See Comments on Set G: Social Studies (Level 2).
Average passage length: 840 words.

CONTENT: Practice Exercises

Topics include famine, gambling, presidential inaugurations, the Navajo world view, energy supplies, oodoo, increased longevity, modern China, American business and vitamin use. Reading skills tested include factual recall, drawing inferences, identifying main ideas, recognizing cause-effect relationships, outlining information, relating facts to inferences, translating written information to diagrams, and distinguishing fact from opinion.

COMMENTS: Several articles in this book would be appropriate for students working toward the GED Social Studies test, and a few for the Science test. The stories could be used for vocabulary development and concept building as well as reading skills practice. See also: Comments on Set G: Social Studies (Level 2).

Sue Wickham
4-18-77

R 3.23 GUIDED READING STUDY GUIDE, SET J: SCIENCE LEVEL 3

PUBLISHER Instructional/Communications Tech. (1973) PRICE PART 8 OF A SERIES OF 12

FORMAT: Text 66 pages Equipment Required: Controlled Reader and Filmstrips
Key (Contained)

See Comments on Set G: Social Studies (Level 2).
Average passage length: 840 words.

CONTENT: Practice Exercises

Topics include the hydrosphere, diabetes, wind as an energy source, alcholism, Darwin's scientific observations, satellite observatories, nutrition and behavior, venomous fish and dirigibles. Reading skills tested include factual recall, drawing inferences, identifying main ideas, relating causes and effects, applying principles to new cases, categorizing information, outlining information, distinguishing facts from opinions, evaluating information.

COMMENTS: See Comments on Set G: Social Studies (Level 2), and Set H: Science (Level 2).

Sue Wickham
4-19-77

R 3.24 GUIDED READING STUDY GUIDE, SET K: HUMANITIES LEVEL 3

PUBLISHER Instructional/Communications Tech. (1973) PRICE ____ PART 9 OF A SERIES OF 12

FORMAT: Text 66 pages Equipment Required: Controlled Reader and Filmstrips
Key (Contained)

See Comments on Set G: Social Studies (Level 2).
Average passage length: 940 words.

CONTENT: Practice Exercises

Topics include a legend of buried treasure, biographies of W.C. Hardy and Quantrill, Paul Revere's ride, the tarantella, a meeting of Roosevelt and Churchill, buffalo soldiers, coffee, and cancer research. Reading skills tested include factual recall, drawing conclusions, identifying main ideas, relating causes and effects, outlining information, distinguishing fact from opinion.

COMMENTS: See Comments on Set G: Social Studies (Level 2).

Sue Wickham
4-19-77

R 3.25 GUIDED READING STUDY GUIDE, SET K: LITERATURE LEVEL 3

PUBLISHER Instructional/Communications Tech. (1973) PRICE ____ PART 10 OF A SERIES OF 12

FORMAT: Text 66 pages Key (Contained)

See Comments on Set G: Social Studies (Level 2).
Average passage length: 940 words.

CONTENT: Practice Exercises

Reading selections are from short stories, novels and historical articles. Skills tested include factual recall, drawing inferences, finding main ideas, relating causes to effects.

COMMENTS: Selections from this book may be useful to GED students preparing for the literature test. See also: Comments on Set G: Social Studies (Level 2).

Sue Wickham
4-20-77

R 3.26 GUIDED READING STUDY GUIDE, SET L: CONTEMPORARY ISSUES LEVEL 3

PUBLISHER Instructional/Communications Tech. (1974) PRICE PART 11 OF A SERIES OF 12

FORMAT: Text 66 pages Equipment Required: Controlled Reader and Filmstrips
Key (Contained)

See comments on Set G: Social Studies (Level 2).
Average passage length: 940 words.

CONTENT: Practice Exercises

Topics include competition, acupuncture, electronic funds transfer, American Indians, the metric system, dental care, Cuban immigrants, cultural conflict, and capitalism. Reading skills tested include factual recall, drawing inferences, identifying main ideas, categorizing information, distinguishing fact from opinion, translating written information into diagrams, evaluating data, relating causes to effects.

COMMENTS: Several articles in this book would be appropriate for students working toward the GED social studies test. The stories could be used for vocabulary development and concept building as well as reading skills practice.

Sue Wickham
4-21-77

R 3.27 GUIDED READING STUDY GUIDE, SET L: SCIENCE LEVEL 3

PUBLISHER Instructional/Communications Tech. (1974) PRICE PART 12 OF A SERIES OF 12

FORMAT: Text 66 pages Equipment Required: Controlled Reader and Filmstrips
Key (Contained)

See Comments on Set G: Social Studies (Level 2).
Average passage length: 940 words.

CONTENT: Practice Exercises

Topics include solar energy, smallpox, winter-hardy insects, birth defects, weather forecasting, botulism among waterfowl, estuaries, manned space probes, and technology and the humanities. Reading skills tested include factual recall, drawing inferences, identifying main ideas, categorizing information, evaluating information, sequencing events, relating causes to effects, translating written information to diagrams.

COMMENTS: See Comments on Set H: Science and Set G: Social Studies (both Level 2).

Sue Wickham
4-21-77

R 3.22 GED: HOW TO PREPARE FOR THE HIGH SCHOOL EQUIVALENCY EXAM LEVEL 3

PUBLISHER Henry Regnery Company (1976) PRICE

FORMAT: Text 643 pages Key (Contained) Pre-test (Contained) Mastery Test (Contained)

The size of the book may intimidate some students. However, it does have a helpful format in many other respects: 1) the introduction answers many frequently-asked questions about the GED tests; 2) the answer keys contain explanations of the correct answers and labels to indicate the type of reading skill involved.

CONTENT: Explains Concepts Examples Practice Exercises

This test tutor book presents information and practice exercises to prepare the student for all five GED tests; however, only the reading portion will be reviewed here. The reading section is divided into four parts. First there is a section dealing with general reading comprehension skills: main ideas, supporting details, organization, inferences, tone and style, and applications. The other three parts deal with the three GED reading tests: Social Studies (American History and Government, World History, Economics and Sociology and Graphs); natural science; and literature (prose, poetry, including rhyme, rhythm, and figurative language, and drama).

COMMENTS: The book should be useful for competent readers who need minimal study before taking the GED reading tests. Even students who need no study might profit from reading the test orientation section and trying a few practice passages. Those who need some test-taking practice will find the passages similar in difficulty to the actual GED tests, with helpful explanations of the correct answers. Students who need considerable work in reading will certainly need more than this book provides. Still, an instructor might use the general comprehension section as a guide, adding additional practice exercises as necessary.

Sue Wickham
1-15-77

R 3.29 THE REGNERY GED PROGRAM TEST 2: THE SOCIAL STUDIES TEST LEVEL 3

PUBLISHER Henry Regnery Company PRICE ______ PART 2 OF A SERIES OF 5

FORMAT: Text 228 pages Key (Contained) Pre-test (Contained) Mastery Text (Contained)

The book consists of practice reading passages with multiple-choice questions similar to GED test items. Key words for each passage are defined. The author has included explanations of all answers and labels to show the type of reading skill involved in each question. Study aids include a glossary of social studies terms, the U.S. Constitution, and a chronological list of major events in United States history.

CONTENT: Explains Concepts Examples Practice Exercises

1) An introductory section thoroughly explains the purpose, nature and scoring of the GED tests; 2) Reading skills: main idea, supporting ideas, inferences, applications, evaluation of logic, tone and style, graphs and maps; 3) Economics practice passages; 4) Geography practice passages; 5) Political science practice passages; 6) History practice passages; 7) Behavioral science (sociology and psychology) practice passages.

COMMENTS: This test-tutor book should be useful for students who simply need an orientation to test-taking and for those who need to build skills and establish some basic social studies concepts. The reading passages accurately reflect the range of subject matter found on the GED social studies test, although the level of difficulty is usually lower than that of the actual tests.

Any student using this text should have access to an instructor who can discuss any incorrect answers; some questions have been poorly written, so they could easily be confusing. A further limitation is the skimpy treatment of graphs and particularly maps. The instructor should be ready to provide additional explanations and exercises for this section.

Sue Wickham
1-23-77

R 3.30 THE REGNERY GED PROGRAM TEST 3: THE SCIENCE TEST LEVEL 3

PUBLISHER Henry Regnery Company PRICE ______ PART 3 OF A SERIES OF 5

FORMAT: Text Key (Contained) Pre-test (Contained) Mastery Test (Contained)

This test-tutor book consists of practice reading passages with multiple-choice questions similar to GED test items. Key words for each passage are defined. The author has included explanations of all answers and labels to show the type of reading skill involved in each question. Study aids include a glossary of science terms, an explanation of the chronological list of scientific achievements.

CONTENT: Explains Concepts Examples Practice Exercises

1) Introduction to the purpose, nature and scoring of the GED tests; 2) General reading: main idea, supporting details, organization of details, inferences, application of formulas and principles, charts, graphs, and diagrams; 3) Biology practice passages; 4) Earth science practice passages; 5) Chemistry practice passages; 6) Physics practice passages. The length of sections 3-6 is apportioned according to the relative emphasis on each subject in the GED test.

COMMENTS: This test-tutor book should be useful both for students who simply need an orientation to test-taking and for those who need to build reading skills and master some basic science concepts. Two aspects of the book should be particularly helpful: 1) the authors have presented a clear explanation of how to interpret graphs and diagrams; and 2) they have selected reading passages which will enlarge the student's understanding of basic scientific terms and concepts. Although these passages are generally easier than the actual GED test passages, they should provide the student with much of the background necessary to deal with more advanced material.

With the exception of the glossary, the study aids are of marginal value, although the explanation of the periodic table could be useful if the instructor provided an actual copy of the table and asked practice questions about it.

Sue Wickham
2-8-77

R 3.31 THE REGNERY GED PROGRAM: Test 4: THE READING SKILLS TEST LEVEL 3

PUBLISHER Regnery PRICE PART 4 OF A SERIES OF 5

FORMAT: Text 187 pages Key (Contained) Pre-test (Contained)
Mastery Test (Contained)

This test-tutor book contains explanations of reading skills and practice exercises, usually multiple-choice, to allow the student to apply these skills. The author has included explanations of all answers and labels to show the type of reading skill involved in each question. A glossary of literary terms may be useful for review.

CONTENT: Explains Concepts Examples Practice Exercises

1) An introductory section thoroughly explains the purpose, nature and scoring of the GED tests. 2) General reading: main idea, inference, orgainization of details, style and tone. 3) Practical reading: fact and opinion, author bias, advertisements and contracts, following directions, context clues. 4) Reading fiction: setting, character, plot, theme, literal and figurative language. 5) Poetry: devices of sound, figurative language. 6) Drama: tone, pitch, volume, tempo, action, ideas.

COMMENTS: This text is definitely a teaching tool as well as a test-practice book. The author has provided clear explanations of reading skills and chosen reading passages that should interest a wide range of adults. Any instructor using the book should be aware that it was written according to the specifications for the new GED tests which will be used beginning in 1978. As a result, the practical reading section, though well written, does not prepare students for any portion of the current literature test. For the same reason, the post-test should be interpreted with care. All other sections apply equally well to the old and new forms of the GED test. The author's focus on important concepts and the clarity of their presentation make this book a good choice for students who have reasonably good vocabulary levels but who need to sharpen their comprehension skills before testing.

Sue Wickham
1-16-77

R 3.32 GENERAL EDUCATION SERIES - NATURAL SCIENCE LEVEL 3

PUBLISHER Steck-Vaughn Company (1973) PRICE

FORMAT: Text 112 pages Key (Contained) Mastery Test (Contained)

Each lesson consists of a one-page reading selection, with five or six multiple-choice questions on the facing page. Answers and explanations appear on the back of the lesson page.

CONTENT: Explains Concepts Practice Exercises

Lessons are grouped in four categories: earth science, biology, chemistry and physics. Except for two lessons on using the periodic table, the authors provide no direct instruction in general reading skills or in reading scientific materials.

COMMENTS: An instructor wishing to use this text extensively should be ready to provide a great deal of preliminary or simultaneous instruction in reading skills and basic science concepts. Many students will need further help in general reading skills or in such specific areas as reading graphs or diagrams and applying mathematical formulas. Many will also need more work in basic concepts. Because the concept density is very high in several lessons, these passages are almost incomprehensible to students without any background in the subjects covered. Students who have the extra help they need - or who already possess adequate reading skills and scientific knowledge - will find the text a useful test-tutor book which provides a review of a broad range of science concepts. Questions are generally easier than those used in the actual GED science test, since the text emphasizes fact-finding skills rather than inferential thinking.

Sue Wickham
3-6-77

R 3.33 GENERAL EDUCATION SERIES - LITERARY MATERIALS LEVEL 3

PUBLISHER Steck-Vaughn Company (1973) PRICE

FORMAT: Text 104 pages Key (Contained) Mastery Test (Contained)

Each lesson consists of a one-page reading selection, with three to six multiple-choice questions on the facing page. Answers and explanations appear on the back of the lesson page. A glossary of literary terms is included.

CONTENT: Explains Concepts Examples Practice Exercises

Identifying main ideas; prose: characterization, setting, theme, plot, tone, fables, essays; poetry: figurative language, imagery, symbolism, devices of sound, ballads; drama: plot, setting, prose and poetric drama, comedy, tragedy, other forms.

COMMENTS: This text provides clear explanations of the tools of literary analysis that a student will need to use. Although some sections, notably the poetry lessons, contain many more sophisticated technical terms than a GED student needs to know, the book generally provides good introductions to each literary genre.

It does have some limitations, however: 1) it is not appropriate for students who need work on basic reading skills; 2) it lacks a sufficient number of exercises to apply the principles that are presented; 3) most of the literary selections included for practice are taken from nineteenth-century and earlier British literature. Since many GED students would find it difficult to respond to the content, the instructor should probably plan to locate additional practice material with more contemporary styles and subjects.

Sue Wickham
3-7-77

R 3.34 REVIEW - GENERAL EDUCATION SERIES LEVEL 3

PUBLISHER Steck-Vaughn Company (1973) PRICE

FORMAT: Text 160 pages Key (Contained) Mastery Test (Contained)

The book consists of practice reading passages accompanied occasionally by short-answer questions and usually by multiple-choice questions. Answers and explanations are included on all practice passages.

CONTENT: Explains Concepts Practice Exercises

Although the book provides review in all five subject areas covered by the GED tests, only the reading sections are discussed here. Social Studies: includes explanations of maps and graph reading. Science: practice passages only. Literature: includes explanatory sections on prose (character, setting, tone); poetry (word inversion, figurative language, imagery, symbolism); and drama. Both literal and interpretive comprehension questions are used.

COMMENTS: This test-tutor book has very limited usefulness because of the small number of practice passages that it contains. Even students who are ready for the GED tests would be better served by some other test-tutor book which contained introductory material about the GED program. Probably the main value of the book is as an additional source of test-practice exercises for students who need much practice; however, the literature sections contains only reprints of material included in the literature book of this General Education Series.

Sue Wickham
4-9-77

L 1.13 GUIDEBOOK FOR BETTER ENGLISH, LEVEL II, 1st Edition LEVEL D

PUBLISHER Educational Guidelines Company (1966) PRICE PART 2 OF A SERIES OF

FORMAT: Worktext 160 pages Key (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Recognizing sentences; commas and endmarks; abbreviations; paragraphs; punctuation quotations; verb forms; friendly letters; nouns (plurals and possessives); subjects; pronouns; unnecessary words; business letters; syllabication; homonyms; troublesome verbs; possessives and contractions; dictionary use; synonyms; antonyms; adjectives and adverbs; combining sentences; troublesome expressions; pronoun usage; alphabetical order.

COMMENTS: Instead of putting explanations and examples on the same page as the exercises, this book puts the rules in a separate section in back, and the exercises in the front of the book. Although there are some good exercises that could be used as supplementary material, the book, as a whole, has no semblance of unity. The transitions are almost non-existent. In some cases, explanations of rules are adequate; in others (e.g., verb usage), teachers would need to give supplementary information. The exercises are relatively simple, and there is little progression to more difficult material.

Lorraine Schachterle

L 1.14 PATHWAYS TO THE WORLD OF ENGLISH - REACHING FOR TOMORROW LEVEL D
1st Edition

PUBLISHER Globe Book Company (1976) PRICE

FORMAT: Text 232 pages

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Negative words; troublesome verb pairs; analyzing advertising; propaganda; vocabulary development; nouns (collective nouns, mass nouns, plurals); making speeches; listening; giving directions; sentence variety (phrases, clauses, adjectives, appositives, participles); library use, card catalog; note taking; reports and reviews.

COMMENTS: The format of this book is attractive and inviting and the narrative exercises are creative and challenging. The book, however, does not do much with grammar or the mechanics of English. Vocabulary development is treated adequately; many exercises deal with life situations which would be more applicable to a high school student than an adult student. The English that is taught is done so haphazardly, with little thought to logical progression. The book does well in its sections that deal with critical analysis and creative thinking.

Lorraine Schachterle

L 1.15 PATHWAYS TO THE WORLD OF ENGLISH - LEARNING FROM OUR YESTERDAYS, Book 3A

LEVEL D

PUBLISHER Globe Book Company (1976) PRICE ____

FORMAT: Text 244 pages

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Double-trouble words; vocabulary building; standard English vs. non-standard; punctuation; capitalization; paragraph development; job applications; job interviews; poetry; writing book reports.

COMMENTS: This book touches very lightly on grammar and the mechanics of English. There is a great deal of emphasis on critical reading skills and on styles of writing. The format is interesting and attractive. There is some emphasis on thought processes. The vocabulary work is well done, but the book would not be recommended as a textbook in English, because there is not enough content in that area. The stories in it are thoughtfully chosen to provoke creative judgements.

Lorraine Schachterle

L 1.16 VOCATIONAL ENGLISH, BOOK 3

CATEGORY D

PUBLISHER Globe Book Company PRICE ____ PART 3 OF A SERIES OF ___

FORMAT: Text 280 pages Key (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Gaining reading skill; newspaper study; verbs; pronouns; apostrophes; library use; business letters; parliamentary procedure; vocabulary building (prefixes, suffixes, roots, honomyms, synonyms); straight thinking; industrial and business forms (government forms, business contracts); job planning.

COMMENTS: This book covers some areas not usually covered at a developmental level. This would make it particularly valuable for a student who is not planning to get an equivalency diploma. Some of the book is written at about a 4th to 6th grade level; yet, in other sections the vocabulary words are fairly sophisticated. The examples of business letters and forms are good, but the practice exercises are not adequate. A teacher would need to supplement in this area. The vocabulary building section is well conceived, as are the sections on reading skills and newspapers. The study of grammar and mechanics has been worked into the units in such a way as to motivate students to want to learn. However, it is felt that a little more of this work could have been incorporated into the text.

Lorraine Schachterle

L 1.17 SKILLS IN SPELLING, Book 7 LEVEL D

PUBLISHER McCormick-Mathers Publishing Company (1964) PRICE

FORMAT: Worktext 144 pages

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Silent letters; stressed and unstressed syllables; parts of speech; compound words; diction; dictionary use; trick words (homonyms); history of words; litter writing; positives, comparatives, superlatives; root words; prefixes; suffixes (adjective and adverb, noun); word elements; vocabulary building; synonyms, antonyms; plurals and posessives.

COMMENTS: This book is labeled a spelling book, and it is; however, it contains much other valuable information. The format is good because it doesn't portray spelling as an entity unto itself; it incorporates it into the other verbal skills. Along with giving spelling rules, the book advocates taking a mental picture of each word. It is doubtful whether this book would be of great usefulness in working toward the GED tests, but for the student who wishes to work on spelling, it would be valuable. Some of the exercises are imaginative; others are repetitious. A great amount of grammar is given in this book, along with spelling. In fact, almost all communications skills are touched upon at one time or another. For a spelling book, it is unusually interesting.

Lorraine Schachterle

L 1.18 PROGRAMMED GRAMMAR, 1st Edition LEVEL D

PUBLISHER McGraw - Hill PRICE

FORMAT: Text 234 pages Key (Contained) Mastery Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Content and structure words; forms of content words; forming plurals; suffixes; nouns; verbs; types of sentences; sentence patterns (subject-verb, subject-verb - direct object); parts of speech; subjective complement; indirect object; object complement pattern; adjectives; adverbs; pronouns; verb phrases; prepositions; coordinators; clauses; patterns of questions and requests.

COMMENTS: This programmed text analyses the sentence and its parts. Its approach is different from the traditional method. It would be best used with a student who had not already become familiar with traditional terminology. Punctuation, capitalization, style, spelling and usage are not discussed to any extent. The book does give insight into the structure of written English. It would need to be used with other material and it is possible the different terminolgy would be confusing.

Lorraine Schachterle

L 2.26 ENGLISH LANGUAGE ARTS CATEGORY R

PUBLISHER Amsco PRICE

FORMAT: Worktext (Possibly non-consumable) 416 pages

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Parts of speech; subject-predicate; complements; phrases - clauses; verbals; diagramming - syntax; adjectives - adverbs; verbs; subject-verb agreement; pronouns - antecedents; double negatives; diction; sentence structure - patterns; sentence types and identification; spelling (prefixes, suffixes, plurals, possessives); punctuation - capitalization; vocabulary building; composition; developing speaking ability; reading comprehension; understanding literature; other channels of communication.

COMMENTS: This book gives a thorough course in Language skills. The transitions are good, and the book could be used effectively in its own sequence. The explanations are easy to understand. In most cases, practice exercises are ample; in other cases there is an over-abundance of them. The sections on Diction and Sentence Structure are particularly well-presented. While composition skills are not required for the GED tests, many students need or desire work in this area, and the section in this book is helpful. The vocabulary and reading comprehension sections are excellent and would be of help in preparing for the 3 GED reading tests. The only adverse criticism of the book is that its size might discourage some students. Perhaps it could be used as a non-consumable reference or supplementary book. It would be especially valuable for the student who plans to go to college.

Lorraine Schachterle

L 2.27 MICHIGAN PROGRAMMED SPELLING SERIES CATEGORY R

PUBLISHER Ann Arbor Publishers PART OF A SERIES - Levels 6-7-8 of 8

FORMAT: Programmed 96 pages in each book Key (Contained) Pre-test (Contained)
Mastery Test (Contained)

CONTENT: Practice Exercises (Objective and narrative)
No Concepts or Rules Explained

Present in each lesson: Order of letters in lesson word and usage of lesson word in a sentence.

COMMENTS: The Level 6 book requires mastery of "use frequency based words"; the words are at an upper elementary level. The Levels 7 and 8 books require mastery of "high school and college" level words. One word is covered in each lesson. The student is asked to pick out the letters that spell the word; identify parts of the word (parts are not syllabically divided); fill in missing parts of the word in three exercises; identify correctly spelled words out of a short list (some of which have not been covered in the text, and are above the general level of the text words); and write sentences using the word correctly. The format is exactly the same for each lesson.

This series of texts exhibits all the worst qualities of a programmed text. The student is required to learn primarily by rote, although some attempt is made to teach by application (using lesson words), a technique which does not lend itself to programmed instruction. There is absolutely no attempt to teach according to word parts, syllabication, basic spelling rules, phonetic spelling, or any other method that enables the student to transfer what he learns.

I find no redeeming value in this series of texts, and do not recommend their use.

Harriet Custer
3-25-77

L 2.28 1001 PITFALLS IN ENGLISH GRAMMAR LEVEL R

PUBLISHER Barron's Educational Series, Inc. (1969) PRICE

FORMAT: Handbook 331 pages

CONTENT: Explains Concepts and/or Rules Examples

Abbreviations; adjectives and adverbs; conjunctions; capitalization; contractions; troublesome words and phrases; interjections; negatives; nouns; numbers (cardinal, ordinal); prefixes; prepositions; pronouns; punctuation; questions; sentence parts; spelling; suffixes; verbs (usage and conjugation); verbals.

COMMENTS: This book would certainly not be used as a text book, but it would make an excellent handbook, as a supplement or reference. Perhaps too much space is given to seldom used tenses of verbs; on the other hand, the book has outstanding sections on usage and sentence structure.

Lorraine Schachterle

L 2.29 MECHANICS OF SPELLING LEVEL R

PUBLISHER Educulture, Inc. (1976) PRICE **

FORMAT: Cassette tapes with Student Response Manual
Equipment Required : Cassette Player
Key (Contained) Pre-test (Separate) Mastery Test (Separate)

Note: **Once the series is purchased, cassettes may be reproduced without permission. Response manuals are about $0.60 each.

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Module 1: Basic Spelling Patterns. Module 2: Complicated Consonant Patterns, Part 1. Module 3: Complicated Consonant Patterns, Part 2. Module 4: Complicated Vowels, Part 1. Module 5: Complicated Vowels, Part 2. Module 6: Complicated Vowels, Part 3. Module 7: Word Families.

COMMENTS: This spelling series is the best and most comprehensive that I have yet seen. It has been very successfully used in our Learning Centers. The instructional material is all on cassette tape, as are many of the exercises. A set of two tapes and one response manual comprises each module. The student listens to the tape, and writes answers to the exercises in the response manual. The program is extremely well designed; the audio portion is well recorded, the voices varied and attractive. The Response manual provides visual aids, as well as room for students to do exercises. The program is accompanied by a Diagnostic Test which is keyed to the individual modules, so that the student may be referred to only those modules which he needs to complete. Each module is accompanied by a final test, also on cassette tape, which comes in two forms. This is a very comprehensive and effective spelling program; it is highly recommended, particularly for learning center settings.

Harriet Custer
5-21-77

L 2.30 ENGLISH ON THE JOB, BOOK 1 CATEGORY R

PUBLISHER Globe Book Company PRICE PART 1 OF A SERIES OF 2

FORMAT: Text 431 pages Key (Separate) Pre-test (Contained)
Mastery Test (By sections, Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Paragraphs; topic sentences; concluding sentence; use of illustrations; speech; use of connectives; use of comparisons; business forms; longer compositions; conversation and listening; communication media; writing letters; vocabulary building; dictionary use; library skills; spelling; verbs; agreement of subject and verb; sentence structure; adjectives - adverbs; double negatives; pronouns; prepositions; punctuation - capitalization.

COMMENTS: This book has an interesting approach to English; occupations are discussed according to skills they might require. This could be a motivational tool. The book is directed at high school students. There is quite a thorough coverage of grammar, with abundant examples and practice exercises. The types of exercises have good variation, except that perhaps there is too much of what the book calls inductive learning, especially in the section on spelling. (This involves filling in missing letters). There are some sections and suggested activities that would require a great deal of a teacer's time. The section on composition, while not needed for GED test preparation, would meet a need for many students.

Lorraine Schachterle

L 2.31 ENGLISH ON THE JOB, BOOK 2 CATEGORY R

PUBLISHER Globe Book Company (1975) PRICE PART 2 OF A SERIES OF 2

FORMAT: Text 484 pages Key (Separate) Pre-test (Contained)
Mastery Test (By sections, Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Paragraph construction; conducting an interview; composition; communication media (books, TV, movies, magazines, newspapers); letter writing (business and friendly); vocabulary (dictionary use); library use; spelling, verbs; subject-verb agreement; sentence structure; adjectives - adverbs (usage, comparison); double negatives; pronouns - case and agreement; prepositions and conjunctions; punctuation - capitalization.

COMMENTS: The coverage of English skills in this book is thorough, and the practice exercises are good. The section on composition, though, is not directed at adult students. It is very much aimed at teenagers. The grammar section is thorough, and there are many opportunities to practice correct usage. The book lacks adequate work in diction and style - This could be supplemented by the teacher. This book, on the other hand, would make an excellent supplementary text book in view of its abundant practice exercises.

Lorraine Schachterle

L 2.12 ENGLISH 2200, 2nd Edition LEVEL R

PUBLISHER Harcourt, Brace & Jovanovich PRICE ____ PART 1 OF A SERIES OF 3

FORMAT: Programmed 383 pages Instruction Manual Key (Contained)
Mastery Test (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Basic sentence elements; modifiers, prepositions and conjunctions; verb forms; subject-verb agreement; modifiers; pronouns; clauses; sentence fragments and run-on sentences; punctuation; capitalization.

COMMENTS: This is a fairly comprehensive basic grammar text. The concepts are introduced and dealt with in a sequence which is logical and easy to follow. The explanations are thorough, with examples well interwoven into the context. The format of English 2200 is rather awkward, and might initially be difficult for the student to follow. There are no exercises as such, the student application of concepts is closely integrated into the instructional material. There is, however, a review lesson at the end of each unit. This text probably does not include enough practical exercises for the student who has problems with grammar. The programmed format, moreover, could lead the average student to assume that he understands the material when he really does not. It is recommended that this text be used with close teacher supervision, and frequent check points to assure the students understanding. This would be an excellent text however, for the student who is highly motivated and can work well independently. In a setting where the instructor is not readily available to the student, it would be a good text to use. One distinct drawback, however, is that the answers required are entirely objective; the student has no opportunity to apply the concepts through writing.

Harriet Custer
5-29-77

L 2.33 HIGH SCHOOL CERTIFICATION THROUGH THE GED TESTS CATEGORY R

PUBLISHER Holt Basic Education Program PRICE

FORMAT: Text 43 pages (English Section) Key (Contained)

CONTENT:

Dictionary skills; plural formations; sentences; punctuation; capitalization; usage; verbs; pronouns; modifiers; style.

COMMENTS: This text is designed specifically to prepare the student to take the GED tests; the comments here relate only to the section which deals with Correctness and Effectiveness of Expression. The section is quite short, and should be used only with a student who already has a good grasp of English grammar and desires some refresher before taking the GED test. The skills and concepts covered do not appear to be sequentially arranged. The explanations are brief (though fairly good), as are the exercises. There is no explanation of correct answers, so the student has no way to understand his errors without wading through the instructional material. The exercises are not set up in the GED test format, so the student has no orientation to selecting errors, which he is required to do on the test. There is, moreover, no means of predicting GED readiness. This section should not be used by the student who really needs preparation for the GED English test, but only as a quick refresher for the already competent student.

Harriet Custer
3-30-77

L 2.34 PREFERRED MODERN USAGE, 1st Edition LEVEL R

PUBLISHER Keystone Education Press Inc. PRICE PART 3 OF A SERIES OF 5

FORMAT: Worktext (Could easily be non-consumable) 53 pages Key (Separate)
Mastery Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Nouns and Pronouns (subject-verb agreement, case of pronouns); Verbs (principal parts, confusing tenses, commonly confused verbs); Adjectives and Adverbs (usage, incorrect adjective forms, comparatives and superlatives, logic of comparison, double negatives); Conjunctions and Prepositions (like-as, between-among, idiomatic usage of prepositions); Other Points of Usage (collective nouns and compound subjects, possessive case with gerunds, fewer-less, relative pronouns usage).

COMMENTS: This is an excellent book for reviewing English usage skills. Although there are explanations and examples before exercizes, the book should not be considered developmental, because in places it assumes that the student has a solid background in English grammar. The material is good at defining and dealing with "trouble spots" in English. There is no coverage of spelling, sentence structure, punctuation, or capitalization, but other books in the series deal with these topics. The approach of the book is academic and it is well organized. A serious student would appreciate the fact that it does not deviate from its avowed purpose of teaching preferred usage.

Lorraine Schachterle

L 2.35 300 COMMAS CATEGORY R

PUBLISHER Gregg Division - McGraw Hill (1964) PRICE

FORMAT: Programmed Material 104 pages Key (Contained)
Mastery Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Comma Usage.

COMMENTS: This book gives a very complete coverage of the use of commas. The explanations are clear and the examples are good. This programmed text would be particularly valuable for a person going into secretarial work.

Lorraine Schachterle

L 2.36 BUSINESS ENGLISH LEVEL R

PUBLISHER Monarch Press (1956) PRICE

FORMAT: Text 174 pages

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (objective)

The sentence: nouns; pronouns; verbs; adjectives; adverbs; prepositions; conjunctions; punctuation; words frequently confused.

COMMENTS: This text is well-contructed for the student who needs a general refresher course in grammar, or who needs to review certain elements. The explanations and examples are good, although the practice exercises are not integrated within each chapter. They come at the end of the chapter, which means that the student must wade through a great deal of instructional material before he has an opportunity for practice. This problem could be avoided by suggesting to the student that he interspurse the review exercises with their corresponding instructional components. No answers to the exercises are provided, so the student would have to use this text with the help of an instructor. If a key were provided, or developed, this would be a good brief text for the student who already has a good understanding of grammar, but who needs a quick refresher. The authors have avoided over-use of technical terminology, so the instructional material is relatively easy to understand. This is not a "specialized" text for business English problems, as the title suggests. It is, rather, a reasonably good general text in basic English grammar.

Harriet Custer
5-23-77

L 2.37 THE WRITING SKILLS TEST CATEGORY R

PUBLISHER Henry Regnery Company PRICE

FORMAT: Outlined as a Worktext, but too expensive to be considered consumeable.
297 pages Key (Contained) Pre-test (Contained) Mastery Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

What is a Sentence?; Nouns and Verbs (identification and agreement); Adverbs and adjectives; Sentence structure; Punctuation and Capitalization; Style and Diction; Logic and organization; Spelling.

COMMENTS: This text has been developed for the new GED tests, expected to be available in the fall of 1977. There is a pre-test, keyed to the major units within the text, a review test at the end of each unit, and a simulated GED test at the end of the book. The explanations and examples of concepts are generally clear and thorough, but there are seldom sufficient practice exercises for the student to adequately apply those concepts; the instructor would probably want to use supplementary excercises. Aside from material which has been traditionally used in preparing for the GED English test, a good bit of material related to writing skills has been added. The section on sentence structure deals with sentence construction, parallelism and logical transition; the section on "logic and organization" gives the student practice in paragraph construction and analysis. Although this text has been specifically designed for use in preparing the student for the GED test, it could just as well be used with the beginning writing student. The explanations and examples could be easily adapted to group instruction.

Harriet Custer
1-23-77

L ~~3~~2.38 HOW TO PREPARE FOR THE HSE EXAMINATION (English Section) CATEGORY R

PUBLISHER Henry Regnery Company PRICE

FORMAT: Text Key (Contained) Pre-test (Contained) Mastery Test (Contained)
Pages 43 through 125

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

General Grammar review (the sentence, subject and verb, nouns, pronouns, verb tense, modifiers, verbals, prepositions, clauses). Usage (subject/verb agreement, pronoun/anticedent agreement, pronoun and modifier usage). Sentence structure (fragments and run-ons, misplaced modifiers, parallelism). Word choice; Spelling; Capitalization; Punctuation; Pronunciation.

COMMENTS: This text has been specifically designed to prepare the student for the GED test; this evaluation will be confined to the "Correctness and Effectiveness of Expression" section. The text contains a half-length pre-test, instructional material keyed to each section of the pre-test, a half-length Readiness Test, and a 120-question Practice Test. The explanations of concepts are clear; terminology is used. The examples are excellent; numerous examples are provided for each concept. There is generally only one practice exercise for each concept, so the instructor should have supplementary exercises available. The section on rules is quite detailed; the instructor may want to eliminate portions of it, as all concepts explained are necessary to succeed on the GED test. This text has a section on verbals, as well as an excellent section on problems in sentence structure. Then sections are presented in the same format as the GED test, which is not available in any other text specifically designed for GED preparation. There is a great deal of evaluation in this text. The Pre-test and Readiness test are keyed to the instructional material. The Practice Test, while similar to the GED test, is easier (67% accuracy required) than the GED test. It would be an excellent teaching tool, but does not cover many concepts contained on the GED test. Furthermore, the fact that the questions are generally easier than those on the actual test could mislead the student. It is recommended that the DMACC Grammar Readiness Test be used to predict test readiness.

Harriet Custer
2-20-77

L 3.06 ENGLISH LANGUAGE ARTS CATEGORY C

PUBLISHER Amsco PRICE

See Comments Under Category R.

L 3.07 MICHIGAN PROGRAMMED SPELLING SERIES CATEGORY C

PUBLISHER Ann Arbor Publishers PART OF A SERIES Levels 6-7-8 of 8

See Comments Under Category R

L 3.08 SPELL IT RIGHT ! LEVEL C

PUBLISHER Barnes and Noble (1961) PRICE

FORMAT: Text 149 pages

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

1) General comments on spelling problems. 2) Pronunciation. 3) Dictionary usage. 4) a. etymology, b. prefixes and suffixes, c. plurals, d. apostrophes, e. compound words, f. capitalization. 5) Some simple spelling rules. 6) Memory devices. 7) 860 most often misspelled words.

COMMENTS: This text includes some interesting narrative materials, directed toward giving the student an understanding of general spelling problems in terms of the English language. This narrative material is good, if somewhat sophisticated. The author has taken a psychological approach to problem spelling, in an effort to help the student overcome any "mental blocks" he might have, and to make him feel more confident as he proceeds through the text. Spell It Right! is reasonably well organized. Instead of including frequent practice exercises, however, the student is required to rely primarily upon memorization of words, remembering vast numbers of rules, and using association techniques in order to substantially improve his spelling. This text might well be effectively used by the sophisticated, highly self-motivated student. For the average student, or the student with a serious spelling problem, however, it would probably prove more confusing than helpful.

Harriet H. Custer
5-30-77

L 3.09 INDIVIDUALIZED USAGE AND COMPOSITION CATEGORY C

PUBLISHER George R. Beissel PRICE

FORMAT: Programmed 141 pages Key (Contained) Pre-test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

All commonly relevant grammatical and compositional problems are covered; list is too long to repeat here; sequence is irrelevant.

COMMENTS: This text has been designed to provide the student with practical exercises in any grammatical problem. The student could either be referred (or refer himself) to specific pages in the text according to errors which he might make in regular writing assignments; take the diagnostic test and complete the exercises as indicated by his errors; or he could work his way through the entire text. In a learning center situation, this text would be excellent to provide supplementary exercises to other materials or assignments as needed. As this text is programmed, the student who used it would have to be able to work independently. The Table of Contents provides a detailed listing of all concepts included, thus providing easy reference for student or instructor. This would be an excellent text to have available for supplementation and for ready reference and practice for the student who has a fairly good foundation in the fundamentals of English grammar. It should not be used as a grammar text for the student who needs remedial work in sentence structure or composition.

Harriet Custer

L 3.10 COMPOSING WITH WORDS LEVEL C

PUBLISHER Cambridge Book Company PRICE CAMBRIDGE WRITER'S SERIES

FORMAT: Text 293 pages Instruction Ma-ual Key (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

See Comments Below

COMMENTS: The Cambridge Writer's Program consists of four texts which, according to the publisher, are not intended to supplement or succeed one another, but to provide different focuses for instruction in composition. The texts, while not graduated in difficulty, offer a series of different approaches. One concentrates on word choice, another on sentence structure, the third on paragraph construction, and the fourth on the somewhat inclusive and nebulous element of style. Moreover, each of these texts, while developing its special emphasis, also incorporates tasks which help the student develop some understanding of the other three focuses. I will examine each text individually, and then make some comments on the series as a whole. Composing with Words deals with clarity and precision of thought in the selection of words. It provides exercises which give the student practice in selecting concrete expressions and forming concise and logically ordered descriptions. The sensory and emotion aspects of words are first emphasized. Parts of speech are pointed out within the context of interesting, short essays. A series of exercises in different forms take the student through the properties of and potential in word craft. The text proceeds from words themselves to organization, and then to description, and the functions of the parts of speech. The purpose of word selection is particularly highlighted, though teaching the use of words to construct moods, actions, humor, contrast and comparison and temporal sequence. The text skillfully combines mechanics with logic and performance stratgies. This volume as all the others in this series, is quite attractively and imaginatively designed. Many illustrations and photos are used to illicet the students interest and give him points of departure. The exercises are varied, and the conventions of English grammar are unobtrusively inserted as the process of writing and thinking develop. Each volume is accompanied by a Teacher's Manual which contains answers to the exercises, as well as ideas for use of the text in the classroom.

Harriet Custer
5-21-77

L 3.11 COMPOSING WITH SENTENCES LEVEL C

PUBLISHER Cambridge Book Company PRICE CAMBRIDGE WRITERS SERIES

FORMAT: Text 293 pages Instruction Manual Key (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Narrative)

See Comments Below

COMMENTS: Composing With Sentences, another in the series of four composition texts comprising the Cambridge Writer's Program, is predicated upon working with complete sentences as the basic building blocks of composition. Like each of the other books in this series, however, this volume branches out from examples of and exercises in simple and compound sentences. The author incorporates strategically placed reminders of the parts of speech. Moreover, this volume includes some rather sophisticated figures of speech and interpretations of poetry. It requires that the student come to terms with and use similes, metaphors, etc. Composing With Sentences begins by concentrating upon the student's own experience and feelings. It contains numerous sections on vocabulary and spelling. The author also stresses descriptive writing, using fine photographs imaginative situations and model paragraphs to spur and direct the student's efforts. The text also concentrates upon selective and informed use of abstract terms, and repeatedly requires the student to develop his ideas concisely and concretely. Toward the end of the volume, specialized tasks in composition are provided. The student is introduced to the short story form, journalistic writing and dialogue. On the whole, this is a very good, attractive, and flexible volume which could be used with individual students, or on a class basis.

Harriet Custer
5-21-77

L 3.12 COMPOSING WITH PARAGRAPHS . LEVEL C

PUBLISHER Cambridge Book Company (1974) PRICE CAMBRIDGE WRITER'S SERIES

FORMAT: Text 294 pages Instruction Manual Key (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Narrative)

See Comments Below.

COMMENTS: Composing With Paragraphs is another volume of the Cambridge Writer's Series. Like the other texts in this program, this one is replete with interesting photos, topics and graphics. The main thrust of this volume is toward constructing well-balanced and tight paragraphs, although the author begins by stressing sensitivity toward choice and the building of concise, direct sentences. The specific strenghts of this volume include: 1) A reiterated emphasis upon rewriting; 2) Sections on the relations among words; 3) Very interesting exercises which derive assignments from topics such as dreams, myths, graffiti, and advertisements. This text also directs the student's attention to the deliberate use of his senses, and develops exercises that require him to describe the fruits of seeing, listening and touching. A large chapter is included on journalistic writing, setting up a newspaper, and the skills of the copywriter. Brush-up tests on punctuation are interspersed throughout the book. Finally, Composing With Paragraphs gradually leads the student toward the construction of essays which are functional, and which are variously directed toward different audiences and for different purposes (i.e., explanation, process analysis, and contrast). This text requires the aid of an instructor, but could well be employed in a tutorial or one-to-one situation.

Harriet Custer
5-25-77

L 3.13 COMPOSING WITH STYLE LEVEL C

PUBLISHER Cambridge Book Company PRICE CAMBRIDGE WRITER'S SERIES

FORMAT: Text 294 pages Instruction Manual Key (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Narrative)

See Comments Below.

COMMENTS: Composing With Style, a text in the Cambridge Writer's Series, is probably the most advanced of all the books in the series. It is concerned less with the mechanics and basics of composition than with polishing and experimentation in order to perfect skills already acquired. The author utilizes review sections which emphasize economy. She deals with mood and tone, and requires the student to form parallels, and to add or subtract descriptive items. The author repeatedly insists, through examples and exercises, that good writing is both detailed and varied. The text provides practice in mixing various compositional modes, requiring that the student attempt to fuse, in pointed essays, the techniques of narration, exposition, persuasion and description. It utilizes fewer graphics than the other three texts in the series, and relies more upon model essays and paragraphs. Composing With Style attempts to make the student conscious of his purpose in writing. The author spends a good bit of time upon media criticism, and even goes into the writing of business letters. It stresses articulation of personal opinions and recommends free writing as a means of engendering original themes. As with the other volumes in this series, Composing With Style provides periodic reviews in correct usage and punctuation. This would be an excellent text for the high school or college student who wishes to refine his writing skills.

Harriet Custer
5-27-77

L 3.14 MECHANICS OF SPELLINGS LEVEL C

PUBLISHER Educulture, Inc. (1976) PRICE

See Comments Under Level R

L 3.15 SENTENCE SENSE LEVEL C

PUBLISHER Ginn and Company (Xerox) PRICE

FORMAT: Worktext 136 pages

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Narrative)

1). Combining a series of sentences; 2) additions to sentences; 3) repitition for combining; 4. connecting words; 5) colon and dash.

COMMENTS: This text provides a step-by-step course in composition which concentrates upon the operations which modify sentences. Each chapter introduces a new technique in order to provide an accumulative awareness of the various ways in which thoughts can be combined, compounded, and subordinated. The first chapter illustrates compounding, giving examples of sentences conjoined by "and" and the comma. The student is required to delete appropriate sentence segments and to combine other parts of sentences into compound structures. The text continues in this manner to demonstrate and provide exercises for the use of subordinate conjunctions, adjectival conjunctions, demonstrative pronouns, possessives, verbals, prepositions, parallel structures, the colon and the dash. Interspersed with this introductory sections are "writing workshops" chapters which concentrate on longer, more thoroughly organized writing assignments. These chapters introduce topics which require accumulating problem solving, letters, expressions of personal attitudes, job applications, short stories, and newspaper columns. The text also offers "challenge" sections, which aid the student in reviewing what he has studied. Sentence Sense is clear, concise, and logically organized. It is flexible enough to appeal to aid both the advanced and the poor writer. It would be especially helpful for interaction purposes in a group situation.

Harriet Custer
5-28-77

L 3.16 ENGLISH EVERYWHERE CATEGORY C

PUBLISHER Globe Book Company (1971) PRICE

FORMAT: Key (Contained) Pre-test (Contained) Mastery Test (Contained)

CONTENT: Examples Practice Exercises (Objective)

How language was invented; word magic; signs and symbols; pointer (specific) and Basket (general) words; the Language of Literature (metaphor); humor; advertising; news story; reading newspapers; viewing television; movies; political language; english usage exercises.

COMMENTS: This is a most attractive and appealing book. It tells many things that make the study of English interesting. It does not, however, teach much English. The first part of the book goes into the invention of Language and gives word histories. The last part deals mostly with how to judge the value of communications media. The approach to English is by examples of standard English. There is a pre-test on this and also a mastery test. Concepts and rules are almost never mentioned. Recommended for teachers as background material.

L 3.17 ENGLISH EVERYWHERE: MEANING, MEDIA AND YOU, 1st Edition LEVEL C

PUBLISHER Globe Book Company PRICE

FORMAT: Text 270 pages Instruction Manual Key (Separate)
Pre-test (Contained) Mastery Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

PART 1: What is English?; Origin of Language; Word Magic; Signs and symbols; Specific and Generic Words; Opinion Words. PART 2: The Language of Literature; Metaphors; Humor; Advertising; Newspapers; Television; Movies; Politics. PART 3: Standard English Exercises.

COMMENTS: This book is completely different from the usual English text. It's major thrust is linguistic, semantic, and etymologic. A test of standard English is found near the beginning, and the last section deals with exercises in standard English. The teaching method involves showing phrases or words in standard usage that should replace non-standard phrases and words. The book is interesting and imaginative. While it is not recommended as a text book by itself, it could be used as a supplement, or as an "interest builder" to show the value of language.

L 3.18 NEWSPAPER WORKSHOP: UNDERSTANDING YOUR NEWSPAPER LEVEL C

PUBLISHER Globe Book Company (1976) PRICE

FORMAT: Worktext 152 pages Instruction Manual Key (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Front page; terminology - vocabulary; news evaluation; comparing newspapers; analyzing photographs; proofreading; summary leads; editorials; letters to the editor; editorializing; initials in news stories; news story structure; sport section; family section; comic section; entertainment section; reviews; headlines; classified advertising; business section; weather news.

COMMENTS: This book gives a very thorough presentation of how to read and analyze newspapers, which could be useful to students who need to fill in gaps in their educational background. It is also helpful as a vocabulary builder. Since some of the exercises involve creative writing, the book gives an opportunity for practice in periodic sentence construction and conciseness. There is also practice in paragraph organization.

Lorraine Schachterle

L 3.19 ENGLISH 2600 4th Edition LEVEL C

PUBLISHER Harcourt, Brace & Jovanovich (1973) PRICE ______ PART 2 OF A SERIES OF 3

FORMAT: Programmed 448 pages Instruction Manual Key (Contained)
Pre-test (Separate) Mastery Test (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Verb and its subject; simple sentence patterns (objects, etc.); modifiers; clauses and compound sentences; fragements and run-ons; verb usage; subject verb agreement; using modifers; using pronouns; capitalization; commas; apostrophes and quotation marks.

COMMENTS: In format and quality, this programmed text is very similar to English 2200, the first volume in this series. However, whereas English 2200 is essentially a basic grammar text, English 2600 is more a refresher text. Although basically the same concepts are dealt with in both texts, English 2600 assumes that the student has a good grasp of basic sentence construction and elements of construction and concentrates on slightly more complex problems, such as clauses in compound sentences, auxiliary verb usage, problems in proun and verb usage, and comma usage in compound and complex sentences. English 2600 is an articulate and well thought out text, and does not rely heavily on technical grammatical jargon. As a programmed text, however, it carries the same drawbacks (and advantages) as does English 2200. One major drawback in a text at this level is the lack of practical application required. The student will best remember and learn to apply the concepts introduced at this level by actually constructing sentences and using the grammatical concepts that are dealt with.

Harriet Custer
5-29-77

L 3.20 ENGLISH 3200, 2nd Edition LEVEL C

PUBLISHER Harcourt, Brace & Jovanovich (1972) PRICE _____ PART 3 OF A SERIES OF 3

FORMAT: Programmed 550 pages Instruction Manual Key (Contained)
Pre-test (Separate) Mastery Test (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Simple sentence patterns; compounding simple sentences; the complex sentence; subordination; achieving sentence variety; fragments and run-ons; good sentence structure; subject-verb agreement; verb problems; using modifiers; pronoun problems; complicated punctuation uses.

COMMENTS: English 3200, the third text in this series, contains most of the same advantages and drawbacks as do the first two texts in the series - English 2200 and English 2600. The instructional material is well presented and well sequenced; concepts logically build upon one another. English 3200 however, deals with basic composition problems. The grammatical concepts introduced in this text are those which would cause the student problems in a basic writing course. Thus the lack of writing required in practice is a greater drawback here than in English 2200 and English 2600. The author assumes that the student can learn better by pinpointing a gerundive or participial error as written in a text than by analyzing the lack of logic of such an error in his own writing. This series of texts builds well, many of the concepts in English 2600, for instance, are reintroduced and dealt with in more complex form in English 3200. It is recommended that the instructor select the texts with caution, using them with highly motivated students who have the discipline to concentrate on good material in a repetitive and unvaried format.

Harriet Custer
5-29-77

L 3.21 ENGLISH SKILLS HANDBOOK CATEGORY C

PUBLISHER Houghton-Mifflin (1977) PRICE

FORMAT: Handbook 343 pages Instruction Manual Key (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and narrative)

Sentence formation; verbs; pronouns; style and usage; punctuation; capitalization; numbers; abbreviations; italics; quotation marks; essays; paragraphs; logic; research papers; essay tests; business writing.

COMMENTS: This handbook has two major sections: Reading skills and Writing skills. These comments will be restricted to the writing skills section. The handbook is clearly referenced, with a good index. It is a well-designed book and reasonably thorough. Each concept is introduced in a succinct manner, with good examples of correct and incorrect examples. Within the context of the explanations of concepts, sub-concepts and exceptions to generally accepted form and rules are listed. At the end of each section are exercises, keyed to the various concepts. Most of the exercises require composition of sentences, paragraphs, etc., demonstrating the student's competence in practical usage of concepts presented. The writing section of this handbook could be used as a textbook for the more advanced student, or as a supplement to a more comprehensive text for the student less skilled in composition. It could also be used as a good reference in the classroom.

Harriet Custer
4-3-77

L 3.22 ENGLISH: PRACTICE FOR MASTERY, Book 1, Revised LEVEL C

PUBLISHER Steck-Vaughn PRICE ____ PART 1 OF A SERIES OF 4

FORMAT: Worktext 143 pages Instruction Manual Key (Separate)
Pre-test (Contained) Mastery Test (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Sentences; capitalization; commas and quotations; verb classification and usage (principal parts, troublesom pairs, common misusages, number and tense); nouns (case recognition, possessive case, noun substitutes); pronouns; adjectives and adverbs; prepositions and prepositional phrases; clauses and plurals; dictionary usage; synonyms, homonyms and antonyms; diagramming sentences.

COMMENTS: This series of texts follows a regular pattern of instruction in each concept: recognition, classification and application. Concepts are seldom explained with the student in mind; rather, the author uses traditional grammatical terminology, and takes a traditional academic approach to grammar. Concepts are not isolated, but dealt with collectively and which, in this case, leaves the student with groups of rules to memorize and then apply. I would not recommend these texts for instructional purposes. There are, however, many good exercises, about half of which require writing. These texts could well be used for supplementation of a text (or texts) which takes a more comprehensible instructional approach. Aside from the exercises, there are reviews, tests, check-ups, and a final test over each text within the series. None of these texts should be used by a student who does not already have a solid grasp of sentence logic, but this series could be valuable if used for supplementary assignments. As these comments apply to all four texts within this series, I will make no evaluative comments on the other three. I will, however, list the skills and concepts covered in Books 2, 3, and 4. Books 2, 3, and 4 involve a good deal of composition practice, as well as grammar practice.

Harriet Custer
5-30-77

L 3.23 ENGLISH: PRACTICE FOR MASTERY, Book 2, Revised LEVEL C

PUBLISHER Steck-Vaughn (1971) PRICE ______ PART 2 OF A SERIES OF 4

FORMAT: Worktext 143 pages Key (Separate) Pre-test (Contained)
Mastery Test (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Sentences (structure and usage); capitalization; comma usage; colons and semi-colons; quotation marks; hyphen/dash/parentheses; parts of speech; subject-verb agreement; clauses and phrases; sentences (recognition, unity, variety, parallelism); outlining; paragraphs (recognition, development, writing effective descriptions); precise writing; letter writing; dictionary and library study; oral composition.

COMMENTS: See Comments for Book 1.

Harriet Custer
5-30-77

L 3.24 ENGLISH: PRACTICE FOR MASTERY, Book 3, Revised LEVEL C

PUBLISHER Steck-Vaughn (1971) PRICE ______ PART 3 OF A SERIES OF 4

FORMAT: Worktext 159 pages Instruction Manual Key (Separate)
Pre-test (Contained) Mastery Test (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (objective and narrative)

Capitalization; comma usage; colons and semi-colons; quotations; parts of speech - recognition; sentence review; compliments; Appositives and nominatives; phrases and clauses; pronoun usage; verb usage; modifier usage; sentence construction; paragraph development; writing research papers (taking notes, organizing information, bibliography and footnotes, preliminary and final drafts); writing reports; writing precis and essays; letter writing; oral compositions.

COMMENTS: See Comments on Book 1. NOTE: The composition material in Books 3 and 4 is superior to the instructional material in grammar throughout the series. Much of the writing material could be effectively used for the begining composition student. It is well arranged, and fairly comprehensive, accompanied by a great many writing exercises.

Harriet Custer
5-30-77

L 3.25 ENGLISH: PRACTICE FOR MASTERY, Book 4, Revised LEVEL C

PUBLISHER Steck-Vaughn PRICE PART 4 OF A SERIES OF 4

FORMAT: Worktext 160 pages Instruction Manual Key (Separate)
Pre-test (Contained) Mastery Test (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Capitalization and punctuation review; sentences - review; nouns and pronouns - review; complements; noun substitutes; connectives; independent elements; modifiers: words, phrases and clauses; compound and complex sentences; coordinate and subordinate ideas; parallelism; paragraph construction; writing - narration and description; writing exposition and argumentation; word study; business English (speaking and correspondence); studying for exams.

COMMENTS: See Comments for Book 1 and 3.

Harriet Custer
5-30-77

M1.102 SKILLS DEVELOPMENT BOOK CATEGORY SB

PUBLISHER Allied Education Council (1970) PRICE

FORMAT: Text 54 pages Key (Contained) Pre-test (Separate)

Easy to read, rules set off by examples.

CONTENT: Explains Concepts Examples Practice Exercises

Covers all basic operations on whole numbers, fractions and decimals.

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent, fraction/percent), averaging, ration/proportion.

COMMENTS: Has Table of Contents. A minimum amount of explanation and a lot of practice. A diagnostic test correlates what areas should be covered from this book. Has instructors' manual and scoring key. GED preparation.

Bob Jansen

M1.103 SKILLS DEVELOPMENT BOOK CATEGORY SB

PUBLISHER Allied Education Council (1970) PRICE

FORMAT: Test Book - Diagnostic 10 pages

COMMENTS: Has analysis sheet.

Bob Jansen

M1.104 ARITHMETIC SKILLS WORKBOOK CATEGORY SB

PUBLISHER Amsco School Publications, Inc. (1973) PRICE

FORMAT: Worktext 358 pages Key (Separate)

Items set off in dark prints, has illustrations, easy to read.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Covers basic math topics and then applies them to everyday problems. Then covers basic Algebra.

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent, fraction/percent), averaging, ration/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, solving formulas, measurement (English/U.S., metric, conversions).

ALGEBRA: Signed terms, combining terms, simple equations.

COMMENTS: Has Table of Contents and Index. GED preparation.

Bob Jansen

MI.105 MICHIGAN PRESCRIPTIVE PROGRAM, Revised Edition CATEGORY SB

PUBLISHER Ann Arbor Publishers (1975) PRICE

FORMAT: Worktext (Cost may require that this be non-consumable material)
Key (Separate) Pre-test (Separate)

A keyed placement test allows analysis of strenghts and weaknesses. Prescription sheet lists skills needed to answer specific questions correctly. Accompanying math study material is designed for independent study; some teacher explanation probably required in most cases.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, conversions (franction/decimal, decimal, percent, franction/percent), averaging, ratio/proportion, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, exponents, square roots, measurement (household/denominate), Roman numerals, laws of operations, number series.

ALGEBRA: Signed terms, simple equations, complex equations, simultaneous equations.

GEOMETRY: Linear, area, volume, angles, solids, Pythagorean Theorem.

MODERN MATH

COMMENTS: Comprehensive placement test would be useful in identifying needs for student who demonstrates some command of basic skills; placement test is too formidable for student who needs study at basic level. I would recommend some informal evaluation of basic operations with whole numbers before administering this placement test - or I would administer the test in brief segments (difficulty increases sequentially) and check student progress at frequent points.

Shirley F. Bertin
May, 1977

MI.106 METRICS CATEGORY SB

PUBLISHER Ann Arbor Publishers (1975) PRICE

FORMAT: Text Worktext 40 pages Key (Separate) Pre-test (Contained)
Mastery Text (Contained)

Easy to read. Uses illustrations, pictures, graphs. Has a tape that accompanies the test.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Metric

COMMENTS: Covers temperature. Has a review. It is a short coverage of metrics that stresses actual experience with metrics. It may be elementary in nature.

Bob Jansen
5-77

M1.107 **GENERAL MATHEMATICAL ABILITY** CATEGORY SB

PUBLISHER Arco Publishing Company (1975) PRICE

FORMAT: Worktext (Cost-factor would probably place this in non-consumable category)
167 pages Key (Contained) Pre-test (Contained) Mastery Test (Contained)

Diagnostic test with analysis of skills required and evaluation of student readiness. Simulated GED math exam. Comprehensive coverage of most topics covered in GED test. Most problems would require other paper for computation due to typewritten format and lack of white space.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent), ratio/proportion, consumer math problems (i.e. taxes, insurance, interest), tables/maps/graphs, solving formulas.

ALGEBRA: Signed terms, combining terms, simple equations.

GEOMETRY: Area, volume, circles, Pythagorean Theorem.

COMMENTS: Topics are limited; testing preparation at a comprehensive would require supplementary materials from another source. Format alternates from one column (full page) to two column and is sometimes distracting. Text presentations would need teacher supplement, in many cases, depending on motivation and maturity of the student.

Shirley F. Bertin
May 1977

M1.108 BASIC ALGEBRA CATEGORY SB

PUBLISHER F.E. Braswell Company (1975) PRICE ___ PART 1 OF A SERIES OF 4

FORMAT: Programmed 57 pages Mastery Test (Separate)

Easy to read, bold print, mastery test after each lesson (3 lessons).

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Exponents

ALGEBRA: Signed terms, combining terms

Some MODERN MATH

COMMENTS: No outline, no Table of Contents. I like the explanations from the math language up through combining expressions and evaluating expressions.

Bob Jansen

M1.109 BASIC ALGEBRA CATEGORY SB

PUBLISHER F.E. Braswell Company (1975) PRICE ___ PART 2 OF A SERIES OF 4

FORMAT: Programmed 56 pages Mastery Test (Separate)

Easy to read, bold print, mastery test after each lesson (4 lessons).

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Story problems, solving formulas, measurement (English/U.S., conversions).

ALGEBRA: Combining terms, simple equations, combining polynomials, basic factoring.

GEOMETRY: Linear, area, triangles

Some MODERN MATH

COMMENTS: No outline, no Table of Contents. The measurement section and problem section deal mainly with how to set up a formula and then solve it.

Bob Jansen

M1.110 GEOMETRY CATEGORY SB

PUBLISHER F.E. Braswell Company (1975) PRICE ______ PART 1 OF A SERIES OF 3

FORMAT: Programmed 54 pages Mastery Test (Separate)

Easy to read, bold print, pictures, mastery test after each lesson (2 lessons).

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Circles, angles, triangles, perpendicular and parallel lines.

BASIC MATH: Measurement (English/U.S.]

GEOMETRY: Linear, angles, transversals, triangles, circles.

COMMENTS: No outline, no Table of Contents. Circle parts, perimeters, circumference, angles created by perpendicular, parallels or intersecting lines are explained for GED preparation.

Bob Jansen

M1.111 GEOMETRY CATEGORY SB

PUBLISHER F.E. Braswell Company (1975) PRICE ______ PART 2 OF A SERIES OF 3

FORMAT: Programmed 47 pages Mastery Test (Separate)

Easy to read, bold print, pictures, mastery test after each lesson (2 lessons).

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Supplementary and complementary angles, Quadrilators, Areas and Pythagorean Theorem

BASIC MATH: Story problems, Exponents, solving formulas, measurement (English/U.S.)

GEOMETRY: Linear, area, angles, transversals, triangles, polygons, Pythagorean Theorem

COMMENTS: No outline, no Table of Contents. For GED preparation.

Bob Jansen

M1.112 GEOMETRY CATEGORY SB

PUBLISHER F.E. Braswell Company (1975) PRICE PART 3 OF A SERIES OF 3

FORMAT: Programmed 44 pages Mastery Test (Separate)

Easy to read, bold print, pictures, mastery test after each lesson (3 lessons).

CONTENT:

Diagonals, congruence, similarity, circle (area and volume), trigonometric functions.

GEOMETRY: Angles, transversals, triangles, circles, ratio/proportion, similar and congruent.

COMMENTS: No outline, no Table of Contents

Bob Jansen

M1.113 THEORY OF NUMBERS CATEGORY SB

PUBLISHER F.E. Braswell Company (1975) PRICE PART 1 OF A SERIES OF 4

FORMAT: Programmed 57 pages Mastery Test (Separate)

Easy to read, bold print, mastery test over each lesson (3 lessons).

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Sets, numbers, addition of whole numbers

BASIC MATH: Whole numbers (addition)

MODERN MATH

COMMENTS: No outline, no Table of Contents. Not many practice problems. I like this series for GED preparation. May need some extra practice work.

Bob Jansen

M1.114 THEORY OF NUMBERS CATEGORY SB

PUBLISHER F.E. Braswell Company (1975) PRICE PART 2 OF A SERIES OF 4

FORMAT: Programmed 46 pages Mastery Test (Separate)

Easy to read, mastery test over each lesson (3 lessons), bold print.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers (Subtract, multiplication, division).

Little MODERN MATH

COMMENTS: No outline, no Table of Contents. Not many practice problems. I like this series for GED preparation. May need some additional practice work.

Bob Jansen

M1.115 THEORY OF NUMBERS CATEGORY SB

PUBLISHER F.E. Braswell Company (1975) PRICE ____ PART 3 OF A SERIES OF 4

FORMAT: Programmed 56 pages Mastery Test (Separate)

Easy to read, mastery test over each lesson (2 lessons), bold print.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Fractions and decimals (4 basic operations).

COMMENTS: No outline, no Table of Contents. Fraction problems are not too hard. I like this series for GED preparation. May need additional help.

Bob Jansen

M1.116 THEORY OF NUMBERS CATEGORY SB

PUBLISHER F.E. Braswell Company (1975) PRICE ____ PART 4 OF A SERIES OF 4

FORMAT: Programmed 57 pages Mastery Test (Separate)

Easy to read, mastery test over each lesson (4 lessons), bold print.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Percents, signed number operations, powers and roots.

BASIC MATH: Percents, conversions (fraction/decimal, decimal/percent, fraction/percent), exponents, square roots.

ALGEBRA: Signed terms, combining terms.

MODERN MATH

COMMENTS: No outline, no Table of Contents. I like this series for GED preparation, but additional help may be needed.

Bob Jansen

M1.117 THE NEW MATH - YOUR CHILD AND YOU CATEGORY SB

PUBLISHER Cambridge Book Company, Inc. (1968) PRICE

FORMAT: Text 156 pages Key (Contained)

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, graphing equations, simultaneous equations.

MODERN MATH

COMMENTS: Has alot of new math interwoven with Algebra. Has Table of Contents.

Bob Jansen

M1.118 AFTERMATH - I CATEGORY SB

PUBLISHER Creative Publications, Inc. (1970-71-75) PRICE PART 1 OF A SERIES OF 4

FORMAT: Worktext (Tear-out pages for reproducing purposes) 118 pages
Key (Contained)

A "Fibber McGee's Closet" of cartoon comments on math topics, puzzles, mazes, games, etc. The index refers to titles of activities, but many index entries are not too useful because they do not clearly reveal the topic/skill covered.

CONTENT: Practice Exercises

Topics vary from a discussion of the origin of the abacus to prime factors. Unless a teacher's manual is available, each topic would require careful analysis by the instructor to determine its use in a sequential program.

COMMENTS: Designed for secondary pupils, apparently. Adaptable for adult use for supplemental exercises, drill, enrichment, question-stimulators. Might be used with students capable of advanced work to stimulate their interest in math history, etc.

Shirley F. Bertin
5-77

M1.119 AFTERMATH - II CATEGORY SB

PUBLISHER Creative Publications, Inc. PRICE PART 2 OF A SERIES OF 4

FORMAT: Worktext (Tear-out pages for reproducing purposes) 117 pages
Key (Contained)

See Comments on Book I.

CONTENT: Practice Exercises

Topics similar to Book I - increased difficulty.

COMMENTS: See Comments on Book I.

Shirley F. Bertin
5-77

M1.120 AFTERMATH - III CATEGORY SB

PUBLISHER Creative Publications, Inc. PRICE PART 3 OF A SERIES OF 4

FORMAT: Worktext (Tear-out pages for reproducing purposes) 118 pages
Key (Contained)

See Comments on Book I.

CONTENT: Practice Exercises

See Comments under Book II. Includes self-made slide rule directions, discussion of multi-bases, probability, etc.

COMMENTS: See Comments under Book I.

Shirley F. Bertin
5-77

M1.121 AFTERMATH - IV CATEGORY SB

PUBLISHER Creative Publications, Inc. PRICE PART 4 OF A SERIES OF 4

FORMAT: Worktext (Tear-out pages for reproducing purposes) 119 pages
Key (Contained)

See Comments under Book I.

CONTENT: Practice Exercises

See Comments under Book II. Includes areas, proportional drawing, grids, averages, square numbers, rational numbers, etc.

COMMENTS: See Comments under Book I. Concluding Comment: This is a 4-volume set of resource books I would enjoy having available for occasional use when teaching students with varied proficiencies, backgrounds, ages, etc. Good learning lab resource book or supplementary activities book for long-term class situations.

Shirley F. Bertin
5-77

M1.122 CROSSNUMBER PUZZLES - BOOK 1 CATEGORY SB

PUBLISHER Creative Publications, Inc. (1972) PRICE PART 1 OF A SERIES OF 2

FORMAT: Worktext (Tear-out pages for reproducing purposes) 90 pages
Key (Contained)

Puzzles are traditional crossword format, illustrated with semi-satirical cartoon drawings. Easy-to-read; good use of white space for visual attractiveness and for computational space. Each puzzle is identified by a keying code; a table explains the skills represented in each puzzle.

CONTENT: Practice Exercises

BASIC MATH: Addition, subtraction, multiplication of Whole Numbers.

COMMENTS: The book was developed by the Mathematics Basic Skills Development Project of the Minneapolis Public Schools. The project's purpose was to develop individualized math materials for junior high low achievers in the city's target area schools. May be adapted as drill material for ABE students or as enrichment material in a learning lab which has teen clientele. Definitely designed as supplemental material.

Shirley F. Bertin
5-77

M1.123 CROSSNUMBER PUZZLES - BOOK 2 CATEGORY SB

PUBLISHER Creative Publications, Inc. PRICE PART 2 OF A SERIES OF 2

FORMAT: Worktext (Tear-out pages for reproducing purposes) 90 pages
Key (Contained)

See Comments under Book 1.

CONTENT: Practice Exercises

Addition and subtraction of fractions, multiplication and division of fractions, conversion of fractions to decimals, addition and subtraction of decimals, multiplication and division of decimals, rounding decimals, conversion (fractions, decimals, percents), percent problems (part, given %, whole).

COMMENTS: See Comments under Book 1.

Shirley F. Bertin
5-77

M1.124 GRIDMATICS ONE CATEGORY SB

PUBLISHER Creative Publications, Inc. (1974) PRICE PA[illegible] OF A SERIES OF 2

FORMAT: Worktext (Tear-out pages for reproducing purposes) 112 pages
Key (Contained)

Large, easy-to-read grids; one grid per page. Ten pages of transparency masters to use in creating grids.

CONTENT: Practice Exercises

BASIC MATH: Addition, subtraction and multiplication of natural numbers. Addition, subtraction and multiplication of integers. Whole numbers, signed numbers.

COMMENTS: Designed to complement the textbook and to offer an enrichment experience. Progresses from simple to lengthier and more formidable problems.

Shirley F. Bertin
May 1977

M1.125 GRIDMATICS TWO CATEGORY SB

PUBLISHER Creative Publications, Inc. (1974) PRICE PART 2 OF A SERIES OF 2

FORMAT: Worktext (Tear-out pages for reproducing purposes)

See Comments for Book 1. Puzzle format.

CONTENT: Practice Exercises

Addition, subtaction, and multiplication of integers. Experience in formula construction, elementary equation solving, and brief work with other number bases. Signed numbers.

COMMENTS: See Comments for Book 1.

Shirley F. Bertin
May 1977

MI.126 MATHIMAGINATION - BOOK A, BEGINNING MULTIPLICATION & DIVISION CATEGORY SB

PUBLISHER Creative Publications, Inc. PRICE ______ PART 1 OF A SERIES OF 6

FORMAT: Worktext (Tear-out sheets for reproducing purposes) 48 pages

Introduction: self-checking, built-in motivation, entertainment reward. Suggestions for use. Table of objectives correlated with each one-page lesson/activity.

CONTENT: Practice Exercises

Beginning multiplication and division of whole numbers through codes, hidden pictures, puzzles, mazes, etc. Commutative, Associative, Distributive properties; Basic vocabulary; Factoring whole numbers.

ALGEBRA: Simple Equations.

COMMENTS: Designed for children, but format is adaptable to any age group. May be used instead of repetitious drill exercises for skill building. I have used similar activities with teen-age drop-outs and found them to be very popular when used as a break from more traditional routine, in lieu of a test for a specific skill, a sharing exercise for small groups functioning at a similar math skill level, etc.

Shirley F. Bertin
5-77

MI.127 MATHIMAGINATION - BOOK B CATEGORY SB

PUBLISHER Creative Publications, Inc. PRICE ______ PART 2 OF A SERIES OF 6

FORMAT: Worktext (Tear-out sheets for reproducing purposes) 48 pages

See Comments under Book A.

CONTENT: Practice Exercises

Four basic operations with Whole Numbers. Begins with addition of 1, 2 and 3-digit numbers and progresses through division of 2-digit numbers into 4 or 5-digit numbers. Basic vocabulary.

COMMENTS: See Comments under Book A.

Shirley F. Bertin
5-77

MI.128 MATHIMAGINATION - BOOK C CATEGORY SB

PUBLISHER Creative Publications, Inc. PRICE PART 3 OF A SERIES OF 6

FORMAT: Worktext (Tear-out sheets for reproducing purposes) 48 pages

See Comments under Book A.

CONTENT: Practice Exercises

Number theory, sets, and number bases. Includes union/intersection of sets, words to Hindu-Arabic numerals, rounding, expanded notation, exponential expressions, Roman numerals, bases, factors, primes, prime factorization, divisibility, common multiples. Factoring whole numbers.

MODERN MATH

COMMENTS: See Comments under Book A.

Shirley F. Bertin
5-77

MI.129 MATHIMAGINATION - BOOK D CATEGORY SB

PUBLISHER Creative Publications, Inc. PRICE PART 4 OF A SERIES OF 6

FORMAT: Worktext (Tear-out sheets for reproducing purposes) 48 pages

See Comments under Book A.

CONTENT: Practice Exercises

Fractions: equivalents, comparisons, reducing, addition/subtraction, improper to mixed, least common denominator, mixed to improper, multiplication by whole numbers - fractions - mixed numerals, division by whole numbers - fractions - mixed numerals.

COMMENTS: See Comments under Book A.

Shirley F. Bertin
5-77

M1.130 MATHIMAGINATION - BOOK E CATEGORY SB

PUBLISHER Creative Publications, Inc. PRICE PART 5 OF A SERIES OF 6

FORMAT: Worktext (Tear-out sheets for reproducing purposes) 48 pages

See Comments under Book A.

CONTENT: Practice Exercises

Decimals and percents: place values, conversions (words mixed numerals, fractions), expanded notation, fraction/decimal equivalents, four operations, rounding, ratio, simple proportion.

COMMENTS: See Comments under Book A.

Shirley F. Bertin
5-77

M1.131 MATHIMAGINATION - BOOK F CATEGORY SB

PUBLISHER Creative Publications, Inc. PRICE PART 6 OF A SERIES OF 6

FORMAT: Worktext (Tear-out sheets for reproducing purposes) 48 pages

See Comments under Book A.

CONTENT: Practice Exercises

Geometry, measurement and cartesian coordinates: points, lines, planes; congruency; parallel, perpendicular, skew lines; angles (vocabulary and measurement); line segments; perimeters and areas and volumes; circumference; graph ordered pairs.

COMMENTS: See Comments under Book A.

Shirley F. Bertin
5-77

MI.132 PICTURING NUMERATION: FROM MODELS TO SYMBOLS CATEGORY SB

PUBLISHER Creative Publications, Inc. (1977) PRICE ____ PART 1 OF A SERIES OF 3

FORMAT: Worktext (Tear-out pages for reproducing purposes) 194 pages

Comprehensive introduction explaining concepts to the instructor. Format (visual symbols of Base 10 numeration system) is designed to preserve elements of the concrete symbol (blocks) arithmetic program in a paper-pencil activities program.

CONTENT: Practice Exercises

Counting and Recording: from 0 - 99, from 0-99 with regrouping, from 100 - 999, from 100 - 999 with regrouping, over 1000, over 1000 with regrouping; also sample activities from the four operations.

COMMENTS: Designed for K-3 but straight-forward visual symbol approach lends itself to ABE adaptation. Especially designed for students who can grasp use of numbers in concrete situations (practical or physical manipulation) but who do not understand number symbols as abstractions.

Shirley F. Bertin
5-77

MI.133 PICTURING ADDITION CATEGORY SB

PUBLISHER Creative Publications, Inc. PRICE ____ PART 2 OF A SERIES OF 3

FORMAT: Worktext (Tear-out pages for reproducing purposes) 188 pages

See Comments under Picturing Numeration.

CONTENT: Practice Exerercises

Addition of: 1 and 2 digit numbers (with and without regrouping), 3 digit numbers (with and without regrouping), 4 digit numbers (with and without regrouping); developing the addition algorithm.

COMMENTS: See Comments under Picturing Numeration.

Shirley F. Bertin
5-77

M1.134 PICTURING SUBTRACTION CATEGORY SB

PUBLISHER Creative Publications, Inc. PRICE PART 3 OF A SERIES OF 3

FORMAT: Worktext (Tear-out pages for reproducing purposes) 187 pages

See Comments under Picturing Numeration.

CONTENT: Practice Exercises

Subtraction of: 1 and 2 digit numbers, 3 digit numbers, 4 digit numbers (each group includes problems with regrouping and without regrouping); developing the subtraction algorithm.

COMMENTS: See Comments under Picturing Numeration.

Shirley F. Bertin
5-77

M1.135 TANGLE TABLE CATEGORY SB

PUBLISHER Creative Publications (1973) PRICE

FORMAT: Worktext (Tear-out pages for reporducing purposes) 191 pages
Key (Contained)

Large, easy-to-read grids; one grid per page. Each of the four sections has four levels of problem sets each with ten work sheets. Less and more challenging patterns are randomly arranged. The book is not intended for sequential use.

CONTENT: Practice Exercises

Addition and multiplication of whole numbers.

COMMENTS: Designed to make math practice more challenging. Encourages analytical thinking in reconstructing the tables. Simplicity of design allows the exercises to be used with any age level.

Shirley F. Bertin
May 1977

M1.136 NUMBER SENTENCE GAMES CATEGORY SB

PUBLISHER Creative Publications, Inc. (1971) PRICE

FORMAT: Worktext (Tear-out pages for reproducing purposes) 63 pages
Key (Contained)

Variety of puzzle-type worksheets. Large, easy-to-read instructions and number sentences.

CONTENT: Practice Exercises

Addition, subtraction, multiplication and division with whole numbers. Designed to give practice in the use of grouping symbols and evaluating number sentences without grouping symbols.

COMMENTS: May appear to be a bit juvenile to many adult students. Basic format sheets are supplied so that teachers and/or students may create their own games or problems. Wide range of problems and activities so no grade level is assigned to the book.

Shirley F. Bertin
May 1977

M1.37 ADDITION & SUBTRACTION WITH A HAPPY ENDING CATEGORY SB

PUBLISHER Creative Publications, Inc. (1976) PRICE

FORMAT: Worktext 48 pages Instruction Manual Key (Separate)

See Comments under Book A, Mathimagination.

CONTENT: Practice Exercises

Place values, basic addition facts, addition of 1 and 2 digit numbers with and without regrouping (same process with subtraction), addition/subtraction problems with 3 and 4 digit numbers, subtraction problems with zero(s) in the minuend, addition/subtraction problems involving money, mixed problems, verbal problems.

BASIC MATH: Whole numbers

COMMENTS: See Comments under Mathimagination - Book A.

Shirley F. Bertin
5-77

M1.138 ALGEBRA CATEGORY SB

PUBLISHER Educational Research Associates (1971) PRICE

FORMAT: Worktext 104 pages Key (Separate) Mastery Test (Contained)

Easy to read.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Consumer math problems (i.e. taxes, insurance, interest), exponents, square roots, solving formulas, signed numbers, factoring whole numbers

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex fractions, complex equations, graphing equations, simultaneous equations.

COMMENTS: Has Table of Contents. Tapes accompany the book. There is not the instant feedback of answers. Would have to use an answer book. Does give good explanations.

Bob Jansen

M1.139 GENERAL MATHEMATICS CATEGORY SB

PUBLISHER Educational Research Associates (1972) PRICE

FORMAT: Worktext 77 pages Key (Separate) Mastery Test (Contained)

Easy to read.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Does all four operations on whole numbers, fractions, decimals.

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent, fraction/percent), averaging, ratio/proportion, story problems, consumer math problems (i.e. taxes, insurance, interest), tables/maps/graphs.

COMMENTS: Has Table of Contents. Tapes accompany the book. There is not the instant feedback of answers. Would have to use an answer book. Does give good explanations. Helpful in GED preparation.

Bob Jansen

M1.140 PROBLEM SOLVING ARTS CATEGORY SB

PUBLISHER Educational Research Associates PRICE

FORMAT: Worktext 269 pages Key (Separate)

Pictures, easy to read.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimals, decimals/percent, fraction/percent), averaging, ratio/proportion, story problems, consumer math problems (i.e. taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S.), signed numbers, factoring whole numbers.

GEOMETRY: Linear, area, volume

COMMENTS: Table of Contents, Index. Tapes accompany book. The approach is quite different and may be confusing to students.

Bob Jansen

M1.141 CONSTRUCTIONAL GEOMETRY CATEGORY SB

PUBLISHER Educational Reasearch Associates PRICE

FORMAT: Worktext 145 pages Key (Separate) Mastery Test (Contained)

Easy to read, pictures.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH; Exponents, square roots, solving formulas, measurement (English/U.S.).

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (Compass, protractor), Pythagorean Theorem, ratio/proportion, similar and congruent.

COMMENTS: Has Table of Contents. Tapes accompany the book. There is not the instant feedback of answers. Would have to use an answer book. Does give good explanations.

Bob Jansen

M1.142 COMPUTATIONAL SKILLS WITH APPLICATIONS CATEGORY SB

PUBLISHER D.C. Heath and Company PRICE

FORMAT: Key and Tests 120 pages Instruction Manual

M1.143 COMPUTATIONAL SKILLS WITH APPLICATIONS CATEGORY SB

PUBLISHER D.C. Heath and Company (1975) PRICE

FORMAT: Text 475 pages Key (Contained) Post-Test (Contained)

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent, fraction/percent), averaging, ratio/proportion, story problems, consumer math problems (i.e. taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric, apothecary).

ALGEBRA: Graphing equations.

GEOMETRY: Linear, area, volume.

TRIGONOMETRY FUNCTION MODERN MATH

COMMENTS: Table of Contents, Index. Explains concepts, provides answers and has post-tests for checking. Interweaves Modern Math with the presentation. Is semi-programmed. GED preparation.

Bob Jansen

M1.44 SEMI-PROGRAMMED ARITHMETIC FOR COLLEGE STUDENTS CATEGORY SB

PUBLISHER D.C. Heath and Company (1975) PRICE

FORMAT: Programmed 134 pages Instruction Manual Key (Contained)
Mastery Test (Contained

Has pictures, easy to read.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/fraction, decimal/percent, fraction/percent), averaging, ratio/proportion, story problems, consumer math problems (i.e. taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric).

GEOMETRY: Linear, area, volume

MODERN MATH

COMMENTS: Has table of Contents, Index.

Bob Jansen

M1.145 ARITHMETIC CATEGORY SB

PUBLISHER Holt, Rinehart and Winston, Inc. (1963) PRICE

FORMAT: 300 pages Key (Contained)

Elementary material, bold print, picutres, plenty of practice.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, story problems, measurement (English/U.S., household/denominate, conversions).

COMMENTS: Has a Table of Contents. For low-level students.

Bob Jansen

M1.146 FUNDAMENTAL MATHEMATICS CATEGORY

PUBLISHER Holt, Rinehart and Winston, Inc. (1971) PRICE

FORMAT: Text 314 pages Key (Contained)

Easy to read, bold print, rules set off.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent, fraction/percent), averaging, ratio/proportion, story problems, consumer math problems (i.e. taxes, insurance, interest), tables/maps/graphs, solving formulas.

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials.

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (compass, protractor), Pythagorean Theorem, ratio/proportion, similar and congruent.

MODERN MATH

COMMENTS: Has a Table of Contents. For GED preparation.

Bob Jansen

M1.147 FUNDAMENTAL MATH WORKBOOK, Part One CATEGORY SB

PUBLISHER Institute of Modern Languages (1972) PRICE

FORMAT: Worktext

Ten lessons of three parts each: explanation of concept followed by practice problems, sets of exercises, and glossary of mathematical terms. Review lessons and comprehensive exam included.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Basic four operations with whole numbers and fractions.

COMMENTS: Designed to be used as workbook following teacher presentation of individual lesson material. Part of an adult basic educational series. Very traditional approach in workbook format. Language is deliberately simple. Word problems show heavy use of Spanish names (Juan, Juanita, Rosa, etc.) which is the only discernible evidence that the book is adaptable for "students for whom English is a second language".

Shirley F. Bertin
May 1977

M1.148 ROAD MAP MATH CATEGORY SB

PUBLISHER State of Iowa - D.P.I. (1976) PRICE

FORMAT:. Worktext 52 pages Map included

Bold print. Cartoon-type illustrations. Most lessons are contained on one page, two-page exercises are two-page spreads.

CONTENT: Examples Practice Exercises

Basic introduction to Iowa Transportation Map. Topics include historical sites, recreational sites, junctions, distance table, routes, population chart, figuring time-distance-cost, enrichment activities (puzzles, mazes), motorcycle and bicycle problems.

BASIC MATH: Whole numbers.

COMMENTS: Designed for students in grades 4 through 12; would not be offensive to ABE students however. Requires teacher explanation/introduction to topics or to skills required. Permission to duplicate is given. Can be used as separate activity worksheets for enrichment activities related to basic math skills.

Shirley F. Bertin
5-77

MI.149 MATHEMATICS FOR EMPLOYMENT, Part 1 CATEGORY SB

PUBLISHER Mafex Associates, Inc. (1970) PRICE ______ PART ___ OF A SERIES OF ___

FORMAT:

See Comments for Mathematics for Everyday Living.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Basic Arithmetic: four operations with whole numbers; using sales tax in everyday living (charts and figuring and adding sales tax); making change (terms, values of coins and currency, making a cash register report).

COMMENTS: See Comments for Mathematics for Everyday Living.

Shirley F. Bertin
May 1977

MI.150 MATHEMATICS FOR FAMILY LIVING CATEGORY SB

PUBLISHER Mafex Associates, Inc. (1967) PRICE ______ PART ___ OF A SERIES OF ___

FORMAT: Worktext 235 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

See Comments for Mathematics for Everyday Living.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Using a savings account (terms, opening and using, withdrawals, signature card, deposit slip, pass book), using a charge account (application, figuring a balance, statements); review of telling time, counting money and measuring.

COMMENTS: See Comments for Mathematics for Everyday Living.

Shirley F. Bertin
May, 1977

M1.151 MATHEMATICS FOR EVERYDAY LIVING CATEGORY SB

PUBLISHER Mafex Associates, Inc. (1969) PRICE ___ PART ___ OF A SERIES OF ___

FORMAT: Worktext 252 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

6½" x 9". Fairly small but readable print; adequate white space for readability and computation space. Topics are covered in depth in simple but "adult" language; many practice problems, simulated activities with typical forms used. Flexible planning makes the book useable with a wide range of students.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Sales tax, restaurant problems (menu, checks), using a savings account, using a checking account.

COMMENTS: Designed for educable mentally handicapped students at the high school level and adult level. The author believes that this type of student learns arithmetical concepts from concrete experiences which relate to his/her everyday environment. The material is presented to enable the student to apply socially oriented arithmetical concepts into family, social and employment situations. Teacher's Edition includes instructions with supplementary activities, activities for correlating the units with language expected to review basic operations or provide supplemental instruction.

Shirley F. Bertin
May 1977

M1.152 MATHEMATICS FOR THE WORKER CATEGORY SB

PUBLISHER Mafex Assoicates, Inc. (1969) PRICE ___ PART ___ OF A SERIES OF ___

FORMAT: Worktext 200 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

See Mathematics for Everyday Living.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Working in a gas station (duties, charge accounts, credit rating, reading a gas pump), working in a carry out restaurant (want-ads, applications, interviews, menus and checks), managing your money (budget, cash records).

COMMENTS: See Mathematics for Everyday Living.

Shirley F. Bertin
May 1977

M1.153 MATHEMATICS FOR BANKING CATEGORY SB

PUBLISHER Mafex Associates, Inc. PRICE ____ PART ___ OF A SERIES OF ___

FORMAT: Worktext 250 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

8½" x 11" (See Comments for Mathematics for Everyday Living)

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Comprehensive coverage of all topics: using financial institutions (savings, loans, credit unions, etc.), using a checking account (use, reconciliation, certified checks, endorsement, etc.), automobile loans, mortgage loans.

COMMENTS: See Comments for Mathematics for Everyday Living.

Shirley F. Bertin
May 1977

M1.154 MATHEMATICS FOR ADULT LIVING CATEGORY SB

PUBLISHER Mafex Associates, Inc. (1971) PRICE ____ PART ___ OF A SERIES OF ___

FORMAT: Worktext 190 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

See Comments for Mathematics for Everyday Living.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Charge cards, agreements and contracts, credit bureaus, cash advances, statement payments; payroll time cards, A.M. and P.M. hours worked, overtime, terms; review of tax charts, making change, cash register reports, checking account, savings account, deposit slips, savings withdrawal.

COMMENTS: See Comments for Mathematics for Everyday Living.

Shirley F. Bertin
May 1977

M1.155 MATHEMATICS FOR CITIZENSHIP CATEGORY SB

PUBLISHER Mafex Associates, Inc. PRICE ___ PART ___ OF A SERIES OF ___

FORMAT: Worktext 155 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

See Comments for Mathematics for Everyday Living.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Vocabulary words, using a checking account, payroll time card, overtime pay; review on telling time, counting money and measuring.

COMMENTS: See Comments for Mathematics for Everyday Living.

Shirley F. Bertin
May 1977

M1.156 MATHEMATICS IN LIVING, Book 1 - BUYING CATEGORY SB

PUBLISHER Pruett Press, Inc. PRICE PART 1 OF A SERIES OF 4

FORMAT: Worktext 139 pages

Traditional workbook format. Easy-to-read type. Adequate white space for computation. Review section included. Extensive use of tables, simulated bills and sales slips, etc.

CONTENT: Explains Concepts Examples Practice Exercises

Making change, sales slips, price comparing, buying in fractional quantities, installment buying, figuring the cost per item. All four basic operations.

COMMENTS: Very straight forward approach for the ABE student. Extensive practice problems in simple computation.

Shirley F. Bertin
May 1977

M1.157 MATHEMATICS IN LIVING, Book 2 - WAGES AND BUDGETS CATEGORY SB

PUBLISHER Pruett Press, Inc. (1970) PRICE PART 2 OF A SERIES OF 4

FORMAT: Worktext 106 pages

See Comments for Book 1.

CONTENT: Explains Concepts Examples Practice Exercises

Part time jobs (change, schedules), wages, budgets. All four basic operations.

COMMENTS: See Comments for Book 1.

Shirley F. Bertin
May 1977

MI.158 MATHEMATICS IN LIVING, Book 3 - BANKING CATEGORY SB

PUBLISHER Pruett Publishing Company PRICE PART 3 OF A SERIES OF 4

FORMAT: Worktext 127 pages

See Comments for Book 1.

CONTENT: Explains Concepts Examples Practice Exercises

Savings accounts (deposits, withdrawals, pass books, interest) and checking accounts (applications, deposits, checks, check stubs, bank statements.

COMMENTS: See Comments for Book 1.

Shirley F. Bertin
May 1977

MI.159 MATHEMATICS IN LIVING, Book 4 - CREDIT, LOANS AND TAXES CATEGORY SB

PUBLISHER Pruett Publishing Company (1974) PRICE PART 4 OF A SERIES OF 4

FORMAT: Worktext 126 pages

See Comments for Book 1.

CONTENT: Explains Concepts Examples Practice Exercises

Credit, loans, sales tax, income tax. All four basic operations.

COMMENTS: See Comments for Book 1.

Shirley F. Bertin
May 1977

M1.160 GED - TEST 5 - THE MATH TEST CATEGORY SB

PUBLISHER Henry Regnery Company (1976) PRICE

FORMAT: Worktext (Cost would indicate non-consumable material) 359 pages
Key (Contained) Pre-test (Contained) Mastery Test (Contained)

Includes introduction of information on the GED program, test-taking suggestions, pre-test with solutions and evaluation, comprehensive easy-to-read coverage of extensive topics, glossary, post-test with solutions and evaluation. "The Complete GED Math Book."

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent, fraction/percent), averaging, story problems, tables/maps/graphs, exponents, square roots, measurement (household/denominate, conversions), number series, even and odd numbers, primes.

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, graphing equations, substitution, ratio/proportion, quadratic equations, inequalities.

GEOMETRY: Linear, area, volume, angles, transversals, triangles, circles, solids, Pythagorean Theorem, similar.

COMMENTS: Material is presented directly and in simple, concise language. Insufficient practice exercises for skill building, for average student, although the material could be supplemented with other practice sheets when needed by the individual student. Excellent GED preparation book for the student who needs only refresher before testing. Clear explanations and solution process answer keys make it ideal for a student to review independently with limited teacher guidance.

Shirley F. Bertin
May 1977

M1.161 NUMBER POWER CATEGORY SB
PUBLISHER Henry Regnery Company (1976) PRICE

FORMAT: Worktext 138 pages Key (Separate)

Easy to read, review problems in back of book.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Explains whole number operations and then applies them to real-life problems.

BASIC MATH: Whole numbers, averaging, story problems, consumer math problems (i.e. taxes, insurance, interest), measurement (English/U.S., metric, household/denominate).

GEOMETRY: Linear, area, volume

COMMENTS: After a concept is explained and practice is provided, skills inventory is provided. It can tell you what area needs to be studied if too many errors occur. The Geometry covered is very basic as it applies to the operations on whole numbers.

Bob Jansen

M1.162 NUMBER POWER CATEGORY SB
PUBLISHER Henry Regnery Company (1976) PRICE

FORMAT: Worktext 138 pages Key (Separate)

Easy-to-read bold type. Adequate white space for computation. Extensive practice problems and frequent skills inventories (review quizzes).

CONTENT:

Begins with place values and covers the basic four operations with whole numbers. First half of the book is devoted to skill-building: the second half uses real-life problems especially designed for the adult student.

COMMENTS: The book was designed for adult use. Consumer type problems focus on real-life situations. Language is simple but not condescending. The sub-title, "The Real World of Adult Math", is not misleading. Provides extensive skill-building material dealing with whole numbers. If there is not a sequel to this book available, the demand will hurry its publication date.

Shirley F. Bertin
May 1977

M1.163 ADVANCING IN MATHEMATICS. ALGEBRA ONE CATEGORY SB

PUBLISHER Science Research Associates, Inc. (1966) PRICE

FORMAT: Text 598 pages Instruction Manual

Different print colors, drawings.

CONTENTS: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Story problems, exponents, square roots, solving formulas, measurement (English/U.S., metric, conversions), signed numbers, factoring whole numbers, number series, even and odd numbers.

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex fractions, complex equations, graphing equations, simultaneous equations.

TRIGONOMETRY FUNCTIONS MODERN MATH

COMMENTS: Table of Contents and Index. Needs teacher input. More suited for students who like math.

Bob Jansen

M1.164 BASIC MATH OF DISTRIBUTION (2nd Edition) CATEGORY SB

PUBLISHER University of Texas at Austin (1968) PRICE

FORMAT: Text 176 pages Instruction Manual Key (Contained)
Pre-test (Contained) Mastery Test (Contained)

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

All four operations. Pictures, Drawings.

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent, fraction/percent), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest).

COMMENTS: Explains why math must be used accurately for business, and the use of the profit method. Has Table of Contents, suggestions and outline for teacher. Keeps giving reasons why it is needed for business. Not for GED.

Bob Jansen
5-77

M1.165 ACQUIRING ARITHMETIC SKILLS CATEGORY SB

PUBLISHER Webster Div./McGraw Hill Book Co. (1969) PRICE PART 1 OF A SERIES OF 4

FORMAT: Worktext (Perforated pages) 188 pages

Traditional workbook approach to basic arithmetic and simple consumer problems. Easy-to-read, adequate working space provided.

CONTENT: Explains Concepts Examples Practice Exercises

Four operations with whole numbers, personal expense accounts, coins, thermometers, clocks, checks, budget planning, time zones, introduction to simple geometry.

COMMENTS: Suitable for ABE students although the first few pages seem a bit juvenile with drawings of cars, engines, etc. Many topics are reviewed more than once in varying types of problems.

Shirley F. Bertin
May 1977

M1.166 MATH SHORTCUT CATEGORY SB

PUBLISHER JOHN WILEY AND SONS, INC. (1972) PRICE

FORMAT: Programmed 163 pages

Has self tests after each chapter.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent, fraction/percent), averaging, ratio/proportion, story problems, consumer math problems (i.e. taxes, insurance, interest).

COMMENTS: Has Table of Contents. Uses several shortcuts in working basic math. I question how useful it would be for GED.

Bob Jansen

M1.167 QUICK ARITHMETIC CATEGORY SB

PUBLISHER John Wiley and Sons, Inc. (1974) PRICE

FORMAT: Programmed 243 pages Key (Contained) Pre-test (Contained)
Mastery Test (Contained)

Has pictures, rules are set off by lines.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent, fraction/percent), ratio/proportion, story problems, square roots.

COMMENTS: Has Table of Contents. GED preparation.

Bob Jansen

M2.211 ARITHMETIC FOR COLLEGE STUDENTS, 2nd Edition CATEGORY SB/R

PUBLISHER D. C. Heath and Company (1975) PRICE

FORMAT: Text 307 pages Instruction Manual Key (Separate and Contained)

Easy to read, rules set off in blue.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent, fraction/percent), averaging, ratio/proportion, story problems, consumer math problems (i.e. taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric), signed numbers, factoring whole numbers.

ALGEBRA: Signed terms, combining terms, simple equations, factoring, graphing.

GEOMETRY: Linear, area, volume.

MODERN MATH

COMMENTS: Has Table of Contents and Index. May be too difficult for a slow student.

Bob Jansen

M2.212 HOW TO PREPARE FOR GED PROGRAM CATEGORY SB/R

PUBLISHER Henry Regnery Company (1976) PRICE

FORMAT: 231 pages Instruction Manual Key (Contained)

Easy to read.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Presents four basic skills, algebra to geometry. Has a math GED readiness test. Also a sample test like the GED test.

BASIC MATH: Fractions, decimals, percents, conversions (fractions/decimals, decimals/percents, fractions/percents), averaging, ratio/proportion, story problems, consumer math problems (i.e. taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., household/ denominate, conversions), signed numbers, factoring whole numbers, number series, even and odd numbers.

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex fractions, complex equations, graphing equations, simultaneous equations.

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (protractor), Pythagorean Theorem, ratio/proportion, similar and congruent.

COMMENTS: Table of Contents. Some parts may need extra practice and explanations. No metric. Overall, I liked the book.

Bob Jansen

M3.22 PRACTICAL APPLICATIONS IN MATH CATEGORY R

PUBLISHER Allyn and Bacon, Inc. (1972) PRICE

FORMAT: Worktext 220 pages Key (Separate) Pre-test (Contained)
Progress Test (Contained)

Easy to read, but needs prior explanation.

CONTENT: Practice Exercises

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent, fraction/percent), averaging, ratio/proportion, story problems, consumer math problems (i.e. taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric, household/denominate, conversions), signed numbers, factoring whole numbers, number series, even and odd numbers.

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials.

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids, constructions (compass, protractor), Pythagorean Theorem, ratio/proportion, similar and congruent.

TRIGONOMETRY FUNCTIONS MODERN MATH (Some sets)

COMMENTS: May be used as a companion book to refresher math. Has Table of Contents and Index.

Bob Jansen

M3.23 MICHIGAN PRESCRIPTIVE PROGRAM, Revised Edition CATEGORY R

PUBLISHER Ann Arbor Publishers (1975) PRICE

See Comments under Category SB

M3.24 GENERAL MATHEMATICAL ABILITY CATEGORY R

PUBLISHER Arco Publishing Company (1975) PRICE

See Comments Under Category SB.

M 3.25 BARRON"S HOW TO PREPARE FOR THE HIGH SCHOOL EQUIVALENCY EXAM CATEGORY R
3rd Revised Edition (GED)
PUBLISHER Barron's Educational Series PRICE

FORMAT: Worktext (Cost would require this book to be non-consumable)
516 pages Key (Contained) Pre-test (Separate) Mastery Test (Contained)

$10 fee required for a GED pre-testing and evaluation service through Barrons.

Clear but fairly small type. Length and lay out combine to present a formidable appearance. Designed for independent student who does not have access to teacher instruction.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimal, percents, conversions (fraction/decimal, decimal/percent, fraction/percent), ratio/proportion, consumer math problems (i.e. taxes, insurance, interest).

ALGEBRA: Signed terms, simple equations, fraction/decimal equations, exponents and evaluations.

GEOMETRY: Linear, area, volume, triangles, polygons, circles, solids, Pythagorean Theorem, similar and congruent.

COMMENTS: Simulated testing is comprehensive and the solutions are well-explained. The book is useful to the independent student or for selected guide use. Definitely designed for the mature student. Excellent resource book for long-term classes or learning lab situation.

Shirley F. Bertin
May 1977

M 3.26 COLLEGE MATH, 4th Edition CATEGORY R

PUBLISHER McGraw-Hill Book Company (1967) PRICE

FORMAT: Text 458 pages Pre-test (Contained)

Shows methods used with businesses. Uses shortcuts. Uses different colors and types of print.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

All operations on numbers.

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent, fraction/percent), averaging, ratio/proportion, story problems, consumer math problems (i.e. taxes, insurance, interest), tables/maps/graphs, square roots, solving formulas, measurement (English/U.S., metric, household/denominate, conversions).

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids, Pythagorean Theorem.

COMMENTS: Has Table of Contents, index. A basic understanding of math is needed first. Approaches Geometry by finding the measurements of various objects. Would not recommend for GED work.

Bob Jansen

M 3.27 PROPERTIES OF OPERATIONS WITH NUMBERS CATEGORY R

PUBLISHER National Council of Teachers of Math (1971) PRICE PART 2 OF A SERIES OF 10

FORMAT: Text 38 pages

Easy to read.

CONTENT: Examples Practice Exercises

Four operations of whole numbers and the basic properties of numbers.

COMMENTS: Has Table of Contents. Needs explanations to do exercises. No tests or key.

Bob Jansen

M 3.28 GEOMETRY CATEGORY R

PUBLISHER National Council of Teachers of Math (1971) PRICE PART 4 OF A SERIES OF 10

FORMAT: Text 98 pages

Easy to read.

CONTENT: Examples Exercises

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (compass, protractor), Pythagorean Theorem, ratio/proportion, similar and congruent.

COMMENTS: Has Table of Contents. Needs explanations to do exercises. No tests or key.

Bob Jansen

M 3.29 GED (The Regnery GED Program) CATEGORY R

PUBLISHER Henry Regnery Company PRICE

FORMAT: Worktext (Cost would indicate non-consumable material)
230 pages Key (Contained) Pre-test (Contained) Mastery Test (Contained)

A 643-page GED preparation text/worktext. Covers all pre-tests and preparation in all content areas of GED. The math section (230 pages) introduces topics and terms, gives examples, and provides practice problems. A math readiness test of 65 items simulates the GED testing experience.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Fractions, decimals, percents, converstions (decimal/percent), averaging, ratio/proportion, story problems, consumer math problems (i.e. taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, signed numbers, factoring whole numbers.

ALGEBRA: Signed terms, simple equations, combining polynomials, factoring.

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids, Pythagorean Theorem, similar and congruent.

COMMENTS: Material is presented directly and in simple, concise language. Limited practice exercises indicate the book is most useful for a brief refresher/review for a student whose skills indicate he/she is virtually ready to take the GED test. Clear explanations and solution process answer keys make it ideal for a student to review independently with limited teacher guidance. Pre-test inventory and post-test inventory diagnostic prescriptive answer booklets are available separately for each of the five subject areas in the book.

Shirley F. Bertin
May 1977

M 3.30 GED - TEST 5 - THE MATH TEST CATEGORY R

PUBLISHER Henry Regnery Company (1976) PRICE

See Comments under Category SB.

M 3.31 GED (General Review for the Exam) CATEGORY R

PUBLISHER Simon and Schuster (1975 ed.) PRICE

FORMAT: Worktext (Non-consumable due to cost) 542 pages (96 pages of math)
Key (Contained) Pre-test (Contained) Mastery Test (Contained)

Series of simulated tests covering all five content areas. Answer keys and explanatory answers included. Includes a short (10 page) section of review tests on modern math as presented in older forms of the GED test. Also includes a 60 page math review section which is primarily informational: review of terms, rules, operations, etc. with examples. No practice exercises.

CONTENT: Explains Concepts Examples Explains Terms Practice Tests

Arithmetic (fractions, decimals, percentage, exponents and roots, whole numbers), algebra (signed numbers, algebraic expressions, factoring, equations, ratio and proportion, rate and work, averages, combinations, inequalities), plane geometry (angles, lines, polygons, triangles, circles), modern math (sets, relations, solution sets, axioms), graphs and charts.

COMMENTS: The book could be used for diagnosis of weaknesses by administering the first simulated test and analyzing the errors, etc. After study or review of weak areas, the student could try the second or third simulated test. The book is primarily a test orientation book and should do an effective job of this if the student has mastered the basic skills. Its primary value may be in orientation for the inexperienced instructor who needs some standards to measure student test readiness.

Shirely F. Bertin
May 1977

M 3.32 REVIEW - GENERAL EDUCATION SERIES CATEGORY R

PUBLISHER Steck-Vaughn (1973) PRICE PART 6 OF A SERIES OF 6

FORMAT: Worktext (May be considered non-consumable or for use by successive students)
160 pages (20 math pages) Key (Contained) Mastery Test (Contained)

Simulates GED testing with brief topical tests (4 to 6 questions each). Lesson page and exercise page face each other with answers (frequently explanatory) on reverse page. Easy-to-read material; adequate white space for computation. Ten brief lessons, and three brief tests.

CONTENT:

Arithmetic, fractions, decimals percent, formulas, equations, algebraic equations, set theory.

COMMENTS: The book is useful for brief orientation for a student who really needs no skill-building but who will pass the GED test at a higher level if some orientation or "confidence-building" is provided. It is also useful for the less able student who has completed extensive skill-building work and needs transitional work before being placed in a testing situation. The book is too limited to be considered a comprehensive test orientation.

Shirley F. Bertin
May 1977

M 3.33 MATHEMATICS - GENERAL EDUCATION SERIES CATEGORY R

PUBLISHER Steck-Vaughn (1973) PRICE PART 5 OF A SERIES OF 6

FORMAT: Worktext (May be considered non-consumable or for use by successive students)
112 pages Key (Contained) Mastery Test (Contained)

Lesson page and exercise page face each other with answers (sometimes explanatory) on reverse page. Easy-to-read material; adequate white space for computation. Covers many topics very briefly. Section on test orientation. 13 tests of 5 or 6 problems each on selected topics.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction/decimal, decimal/percent, fraction/percent, decimal/fraction), ratio/proportion, story problems, tables/maps/graphs, measurement (household/denominate), signed numbers, factoring whole numbers.

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, graphing equations, simultaneous equations, relations and functions, primes, modern math.

GEOMETRY: Angles, transversals, triangles, polygons, Pythagorean Theorem.

COMMENTS: The book is too limited to be considered a comprehensive test orientation. I use it when a student has a deadline to meet for GED testing and must cover many topics quickly (and has a good basic math background) or use it as a transitional book for a student who has completed extensive skill-building study by probably is not "test-ready" at the desired level for the score needed for his/her individual situation. I also use the book for brief introduction to some special topics and supplement these topics with other worksheets, etc.

Shirley F. Bertin
May 1977

M 4.02 MICHIGAN PRESCRIPTIVE PROGRAM, Revised Edition CATEGORY TP
PUBLISHER Ann Arbor Publishers (1975) PRICE

See Comments under Category SB.

M 4.03 GENERAL MATHEMATICAL ABILITY CATEGORY TP
PUBLISHER Arco Publishing Company (1975) PRICE

See Comments Under Category SB.

M 4.04 BARRON'S HOW TO PREPARE FOR THE HIGH SCHOOL EQUIVALENCY EXAM CATEGORY TP
3rd Revised Edition (GED)
PUBLISHER Barron's Educational Series PRICE

See Comments Under Category R.

M 4.05 GED (The Regnery GED Program) CATEGORY TP

PUBLISHER Henry Regnery Company PRICE

See Comments for Category R.

M 4.06 GED - TEST 5 - THE MATH TEST CATEGORY TP

PUBLISHER Henry Regnery Company (1976) PRICE

See Comments under Category SB.

M 4.07 HOW TO PREPARE FOR GED PROGRAM CATEGORY TP

PUBLISHER Henry Regnery Company (1976) PRICE

See Comments Under Category SB/R

M4.08 GED (General Review for the Exam) CATEGORY TP

PUBLISHER Simon and Schuster (1975 Ed.) PRICE

See Comments for Category R.

M4.09 MATHEMATICS - GENERAL EDUCATION SERIES CATEGORY TP

PUBLISHER Steck-Vaughn (1973) PRICE PART 5 OF A SERIES OF 6

See Comments Under Category R.

M4.10 REVIEW - GENERAL EDUCATION SERIES CATEGORY TP

PUBLISHER Steck-Vaughn (1973) PRICE PART 6 OF A SERIES OF 6

See Comments Under Category R.

ESL 1.46 NO HOT WATER TONIGHT CATEGORY B

SERIES Collier MacMillan English Readers PART __ OF A SERIES OF __

PUBLISHER Collier MacMillan International (1975) AUTHOR J. Bodman, M. Lanzano

FORMAT: General Text 185 pages Illustrated Vocabulary Identification
Situations Diagrams Instructions Boxed or Separately Distinguished
Units Based on Grammar, Dialogues, Readings

CONTENT: Grammar: Basic rules. Speech patterns, conversations, dialogues. Substitution drills, idioms, vocabulary usage and discrimination. Reading selections. Pronounciation guides: Drills.

COMMENTS: Adult, young adult. Orientation: Social situations, domestic problems, getting along in community, urban life experiences. Contemporary speech patterns used. Clear simple instructions designed for independent work. Use of humor and imagination. Several levels of exercises are included in each chapter to accomodate students of varying abilities within the same class. The setting is urban, the readings center around a cast of characters coping with life in a tenement building in a city, the flavor realistic, but not "unduly pessimistic". The publishers note that it is designed for vocational programs within an urban setting, but used successfully in academic ones. Its format is well-paced, included short readings, pronounciation questions, and related grammatical practice. Open exercises allow for creative responses, encouraging both fact-getting and free expression. The text represents a combination of adult involvement in city life in narrative, conversational style, with controlled practice of grammatical structure. Good use of Illustrations.

ESL 1.47 ENGLISH LAO STUDENT RESOURCE BOOK CATEGORY B

PUBLISHER Heartland Educ. Agency (1976) AUTHOR Richard P. Murphey

FORMAT: Special Emphasis Text (Resource Book: Vocab. & Translations, Practice Sentences, Various Resource Materials)
123 pages Bilingual Tapes (Lao-English)
Vocabulary Appendix

CONTENT: Speech patterns, conversations, dialogues; substitution drills; idioms; vocabulary usage, discrimination; reading selections (a few songs, storys, poems, tongue twisters included); drills (tongue twisters).

COMMENTS: Material is relevant to life situations, adult and young adult. Orientation: Getting along in the Community; some information on American holidays and cultural events. Contemporary speech patterns used.

Geared for Survival language lessons. Material developed to be used in situations with Lao students placed in schools with non-Lao speaking teachers who needed some emergency support with translations. Developed with specific Lao-English difference in mind. Resource book is in tandem with an Interpretive Guide to Teaching the Lao which discusses cultural background of Lao, educational system and language patterns. Major emphasis is on resource and reference nature of materials, with teachers assembling and creating their own course structure from the medley of vocabulary lists, games, substitution drill ideas. It is very flexible from this point of view, but does not offer illustrated, attractive, structured text for students to automatically follow. Expansion of starter dialogs and drills is made easier by abundant relevant vocabulary in appendix and sections on health, forms, school, time, weather, etc. A workable take-off point for tutor flexible and adaptable to wide range of ages and situations. Teacher could balance with independent study work-book and illustrated materials.

Marcy Edwards

ESL 1.48 A GUIDE TO TEACHING THE LAO CATEGORY B

PUBLISHER Heartland Educ. Agency/Apple Inc.(1976) AUTHOR Richard P. Murphey

FORMAT: Special Emphasis Text: Resource Guide
115 pages Bilingual Tapes & Companion Student Resource Book
Instruction Manual
Instructions Sometimes Boxed or Separately Distinguished
Individual lessons, Skills, Page by Page
Appendix: Suggested Games, Activities

CONTENT: Grammar: Basic rules, intermediate rules; speech patterns, converstation, dialogues; substitution drills; vocabulary usage, discrimination; pronounciation guides: drills (description of pronounciation problems confronting Lao students and suggestions for methods of exercises and drills. Includes poems for exercises. Diagnostic word lists).

COMMENTS: Orientation: General material not grouped in vocabulary clusters or subjects. Designed to be developed flexibly around Teacher-student needs. Contemporary speech patterns used. Formal patterns of English stressed.

This material assembled through coordinated efforts of individuals familiar with Lao language and culture: Richard Murphy, Dr. Bounlieng Phommasouvanh, Somsak Saythongphet, Tou FuVang, and Viengtha Saythongphet, and they provide insights on teaching specifically the Lao student. Materials are highly relevant to Lao, and are loosely organized for expansion and creative spin offs on basic vocabulary lists and drills and dialogue starters. Most effective in group if teacher is experienced, but an inexperienced tutor would probably find flexibility easy to handle in one to one or one to two relationships. For the inexperienced tutor, helpful hints about ESL methods, games, and development of materials is included.

Marcy Edwards

ESL 1.49 ORIENTATION IN AMERICAN ENGLISH, Text 1 CATEGORY B

PUBLISHER Institute of Modern Language AUTHOR E. Hall, S. Costinett

FORMAT: Text 108 pages Equipment Required: Tapes Instruction Manual
Key (Separate) Pre-test (Separate) Mastery Test (Separate)
Illustrated Vocabulary Identification Situations
Organization: Units Based on Grammar, Dialogues, Readings

CONTENT: Grammar: Basic rules. Speech patterns, conversation, dialogues; substitution drills; idioms; vocabulary usage, discrimination; reading selections. Grammar is presented through examples of structures, not rules.

COMMENTS: Adult and young adult. Orientation: Social situations, school experience, domestic problems, getting along in the community, general practical problems. Contemporary speech patterns used. Clear simple instructions designed for independent work. Use of humor, imagination. Good use of conversation on beginning level. Short, relevant triads with repitition offered in several ways. The response sections building from fill ins to dramatic exchanges in small chunks easily applied in beginning classes for fast pace and interest. This is the first text in a comprehensive series (O.A.E) which offers coordinating materials on six levels. Each level uses a text, workbook, reader and tapebook. The teachers manual explains the pedagogical rationale of the SR (Situational Reinforcement) methodology. Created by Eugene Hall, the SR method is the basis for ML materials. The teacher's manual is 138 pages and contains a step by step procedure for level 1. (IML also offers an OAE Placement and Proficiency Test Package, usable with other series). The illustrations, unique and attractive, are more appealing than the usual realistic types. Interpetive sketches, they have the advantage of clarity and emotional appeal.

ESL 1.50 ORIENTATION IN AMERICAN ENGLISH, Workbook 1 CATEGORY B

SERIES Orientation in American English PART 1 OF A SERIES OF

PUBLISHER Institute of Modern Languages (1971) AUTHOR E. Hall, S. Costinett

FORMAT: Worktext 110 pages Illustrated
Vocabulary Identification Situations
Instructions Boxed or Separately Distinguished
Organization: Dialogues, Readings

CONTENT: Speech patterns, conversation, dialogues; substitution drills; reading selections.

COMMENTS: Material relevant to Life Situations, adult and young adult. Orientation: Social situations, school experience, domestic problems, getting along in the community. Contemporary speech patterns used. Formal patterns of English stressed. Clear, simple instructions designed for independent work.

Striking illustrations, appealing to adult or youth. Each lesson divided into two parts, with simple format. Short answer responses and pattern practice accompanies each illustration (3-4 to a page). Short readings and comprehension questions in second part.

ESL 1.51 PREVOCATIONAL ENGLISH CATEGORY B

SERIES Prevocational English PART 1 OF A SERIES OF

PUBLISHER Institute of Modern Languages AUTHOR Daniel Rusthoi

FORMAT: Text Illustrated Vocabulary Identification Situations
Organization: Units based on Grammar, Dialogues, Readings

CONTENT: Grammar: basic rules; speech patterns, conversations, dialogues; substitution drills; vocabulary usage, discrimination; reading selections.

COMMENTS: Orientation: social situations, job opportunities. Formal patterns of English stressed.

Unique combination of teaching English conversational patterns and introducing technical skills such as carpentry, auto mechanics, electrical problems; relevant to ESL student attempting to cope with vocational school setting.

ESL1.52 ENGLISH THIS WAY CATEGORY B

SERIES English This Way (A graded 6 year course) PART 1 OF A SERIES OF 12

PUBLISHER MacMillan Company, Inc. AUTHOR E. Hall, E. Brockman Jr.

FORMAT: Text Systematic Graduation 115 pages Instruction Manual
Key (Contained in Manual) Illustrated Vocabulary Identification
Situations Diagrams Instructions Boxed or Separately Distinguished
Organization: Units Based on Grammar, Dialogues, Readings
Index

CONTENT: Grammar: Basic rules. Speech patterns, conversation, dialogues; substitution drills; idioms; vocabulary usage, discrimination. Pronounciation guides: drills.

COMMENTS: Material fairly relevant to life situations, young adult. Orientation: school experience, general usage. Contemporary speech patterns used. Clear simple instructions designed for independent work and group work, conversations. Straight forward, conventional black and white illustrations; readings and exercises clear, academically oriented, not too much urban community flavor or situational conflict. This course of 12 books is intended to be used for a six year period. A teachers manual and key for the first six books is contained in one volume, the second six books in a second manual and key. In each, an explanation of methodology and principles of modern linguistic science are included. Supplementary materials for the series include: Collier-MacMillan English Readers; The Key to English (ten books on grammar and usage); English Grammar Exercises. Pace medium to slow with substitution drills mixed with bosed grammatical patterns. Easy to understand, but not as situationally or idiomatically relevant for urban student as other series. Vocabulary and patterns usually follow grammatical points rather than subject clusters.

ESL 1.53 ENGLISH THIS WAY CATEGORY B

SERIES English This Way (A graded 6 year course) PART 3 OF A SERIES OF 12

PUBLISHER MacMillan Company, Inc. (1964) AUTHOR English Lang. Serv. E. Hall Chm.

FORMAT: Text 150 pages Instruction Manual Key (Contained in Manual)
Illustrated Vocabulary Identification Situations Diagrams
Organization: Units Based on Grammar, Dialogues, Readings
Index

CONTENT: Grammar: Basic rules, exercises, review. Speech patterns, conversation, dialogues; substitution drills; idioms; vocabulary usage, discrimination. Reading selections. Pronounciation guides: a few Intonation Patterns. Careful grammatical development, clear, straight forward.

COMMENTS: Young adult. Orientation: Social situations, school experience, domestic problems, getting along in community, general usage. Contemporary speech patterns used. Clear simple instructions designed for independent work and group work. See comments for English This Way I. Grammatical diagrams clear, easy to understand with arrows, boxes, and summary charts. The dialogues aim at interest levels for younger students (elementary and junior high), such as bicycle riding, helping one's mother, visiting a farm, attending a birthday party. The tone seems intended more for children than adults, although the material could be adapted, using structures as conversational take offs. College level foreign students might not find material challenging as situations do not apply, and survival language patterns of an adult community are not as evident as in other series.

ESL 1.54 LAUBACH WAY TO ENGLISH FOR SKILLBOOK I CATEGORY B

SERIES Teachers Manuals for the New Streamlined English Series PART 1 OF A SERIES OF 3

PUBLISHER New Reader's Press (1976) AUTHOR J. Macero, M. Lane

FORMAT: Teacher's Manual to Adapt Laubach Method to ESOL Students
240 pages Instruction Manual

COMMENTS: Manual for Skillbook I is now available and offers a comprehensive review of the Laubach principles and methodology for using the Skillbooks for ESOL students. A supplementary book of illustrations to use with students during a conversational/vocabulary drill session accompanies the manual.

ESL 1.55 SIGNS CATEGORY B

SERIES Sign Series Picture Books PART 1 OF A SERIES OF 3

PUBLISHER New Reader's Press (1971) AUTHOR Sol Gordon

FORMAT: 30 pages Instruction Manual Illustrated Vocabulary Identification
Situations Photos Organization: Signs (Photos), page by page

CONTENT: Vocabulary usage, discrimination, through signs.

COMMENTS: Material relevant to life situations, adult and young adult. Orientation: social situations, school experience, job opportunities, domestic problems, getting along in the community. Use of humor, imagination. A manual geared to expand the use of the photos with an imaginative collection of activities accompanies the series. Although these books fall into general language enrichment activities, they are very adaptable to ESL student. A large variety of urban settings are photographed and going beyond recognition and expansion of survival vocabulary, there's an opportunity to use pictures as take offs for conversation creating dialogues, and pantomines, role playing, etc. With tapes reinforces the integration of signs, setting, mood and language into new conversational patterns and survival skills.

ESL 1.56 MORE SIGNS CATEGORY B

SERIES Sign Series Picture Books PART 2 OF A SERIES OF 3

PUBLISHER New Reader's Press AUTHOR Sol Gordon

FORMAT: Photo Vocabulary 30 pages Illustrated Vocabulary Identification
Situations . Photos Organization: Photos, page by page.

CONTENT: Vocabulary usage, discrimination through signs.

COMMENTS: Material relevant to life situations, adult and young adult. Orientation: social situations, school experience, job opportunities, domestic problems, getting along in the community. Contemporary speech patterns used. Use of humor and imagination. Accompanying manual suggests a variety of activities, from creative pantomine, to conversational development. Because of open nature of photos, material can be adapted to classroom of various ability levels, ages and interests. Signs are relevant and often humorous, appealing to both foreign and American students. Street scenes, close-ups of safety signs, and information about food, sports events, parking, souvenirs, gifts, pets, entertainment, restaurants of different nationalities arouse a wide range of conversational topics. Using teacher-made dialogues and tapes is a flexible option instead of a standard conversational text.

ESL1.57 SIGNS OF OUR TIMES CATEGORY B

SERIES Sign Series Picture Books PART 3 OF A SERIES OF 3

PUBLISHER New Reader's Press (1971) AUTHOR Sol Gordon

FORMAT: Photo-Vocabulary 30 pages Instruction Manual Illustrated Vocabulary Identification Situations Photo Instructions Boxed or Separately Distinguished Organization: Pictures, page by page.

CONTENT: Vocabulary usage, discrimination through signs.

COMMENTS: Material relevant to life situations, adult and young adult. Orientation: social situations, school experience, job opportunities, domestic problems, getting along in the community. Contemporary speech patterns used. Use of humor, imagination. An accompanying manual is included in the series with suggested activities. The photos are full of imaginative situations and conversational possibilities are numerous. Particularly appealing to the urban student with offerings of poetic slogans on billboards, titles in a magazine and book stand, humorous signs, close-ups of small shops and street scenes. Protesters signs, traffic signs and odd signs on bulletin boards such as "nicknames of Benton, Wisc.". Range of adaptability from foreign student to native American. Small lightweight booklets to be used as supplement to grammatical text. Could be used instead of conversational text if teacher and/or students write dialogues to go with the pictures.

ESL1.58 ENGLISH I, A Basic Course for Adults CATEGORY B

PUBLISHER Newbury House AUTHOR Ilonka, Schmidt, Mackey

FORMAT: Text 154 pages Instruction Manual Illustrated Vocabulary Identification Situations Diagrams
Organization: Dialogues, Readings

CONTENT: Grammar: Basic Rules. Speech Patterns, conversations, dialogues. Substitution drills; idioms; vocabulary usage, discrimination; reading selections.

COMMENTS: Adult and young adult. Orientation: Social Situations, school experience, job opportunities, domestic problems, getting along in community. Contemporary speech patterns used. Clear simple instructions designed for independent work. Use of humor, imagination. Heavily illustrated. Wide range of situations, survival type language introduced early. Practically oriented: transportation, community environment, tools, telephone conversations, bus station dialogues, common possessions, signs, maps, street diagrams. Pace rapid, but carefully boxed and organized. Could be easily used for conversational take-offs because of large use of pictures and short dialogues (together with longer ones). Vocabulary grouped in subject clusters rather than grammatical patterns. Subjects treated include: meals, travel, time and calendars, hospital, holidays, family relationships, the consulate, taxi service, etc. Although subjects cluster there is an interweaving of them, and a progressive review and expansine of vocabulary. A manual explains specific oral procedure and centers on a direct method without translation.

ESL 1.59 ELEMENTARY READER IN ENGLISH CATEGORY B

SERIES Regents Dixson English Series PART ___ OF A SERIES OF ___

PUBLISHER Regents AUTHOR Robert J. Dixson

FORMAT: Reader 158 pages Situations Organization: Readings

CONTENT: Idioms; vocabulary usage, discrimination; reading selections; vocabulary footnotes, marginal notes.

COMMENTS: Adult and young adult. Orientation: Social situations, biographs, human interest stories. Contemporary speech patterns used. Clear simple instructions designed for independent work. Use of humor, imagination. The vocabulary and grammar indicates a high beginning to intermediate level. The focus is on biographical stories, humorous anecdotes, and stories of word origins. Vocabulary expansion is stressed and exercises for comprehension and word study are interspersed. It is adaptable to most situations as a human interest supplement to a regular text, through it isn't current history, the stories have appeal. Some stories include: 1) Story of Louis Braille, 2) The Farmer from the Town of Rota, 3) Three Monkeys, 4) The Race, 5) Word Origins, 6) Baseball and Lou Gehrig.

ESL 1.60 ENGLISH SELF-TAUGHT CATEGORY B

SERIES A Multimedia Programmed Course in English as a 2nd Language PART 1 OF A SERIES OF 12

PUBLISHER Regents AUTHOR Eugene Hall

FORMAT: Text Programmed 372 pages Tapes (Recorder)
Unit Test and Book Test (Contained) Illustrated
Vocabulary Identification Situations
Instructions Boxed or Separately Distinguished
Organization: Units based on Grammar, Dialogues, Readings, Conversation

CONTENT: Grammar: basic rules, exercises, review; speech patterns, conversation, dialogues; substitution drills, reading selections.

COMMENTS: Orientation: General usage. Clear simple instructions designed for independent work. Programming offers "a normal mixture of English patterns" in continuous review rather than isolated focus on certain points of grammar or vocabulary. Begins with general vocabulary usage rather than survival type sentences, clustered around situations. Doesn't stress idiomatic expressions at first. Illustrated clearly, but without humor or imagination. Straight-forward. Clear, simple format pacing, review and periodic tests are strengths of this program. Lack of interaction could be balanced by student's additional involvement with class and idiomatic materials and conversational practice. Or a tutor could follow along with this program, adding to input.

Marcy Edwards

ESL 1.61 PRONOUNCIATION, EXERCISE IN ENGLISH CATEGORY B

SERIES Dixson English Series PART ___ OF A SERIES OF ___

PUBLISHER Regents AUTHOR M. E. Clarey, Rbt. Dixson

FORMAT: Special Emphasis Text (Pronounciation) 142 pages
Instruction Manual (Introduction) Instructions Boxed or Separately Distinguished
Organization: Based on Units of Sound (Production, phrasing, intonation, etc.)

CONTENT: Speech patterns, conversation, dialogues; vocabulary usage, discrimination. Pronounciation guides: Drills, intonation patterns.

COMMENTS: Adult and young adult. Orientation: general usage. Clear simple instructions designed for class work and drill. The introduction is very useful in providing an overview in the methods of teaching pronounciation and various problems encountered. Specific differences between English and various languages is described in some detail. Each lesson follows a pattern in which a sound unit is examined in terms of 1) production, 2) comparison, 3) sentences used with that sound, 4) phrasing and intonation, and 5) a review paragraph utilizing the sound for further study, listening and reading. Special pronounciation exceptions are introduced throughout the book as well as intonation patterns diagramed. A workable set of drills in fairly short lesson spans to intersperse with another text of grammar, dialogue and readings.

ESL 1.62 ENGLISH FOR A CHANGING WORLD CATEGORY B

PUBLISHER Scott Foresman AUTHOR

FORMAT: Text 151 pages Tapes Instruction Manual
Key (Separate) Mastery Test (Separate) Illustrated
Vocabulary Identification Situations
Organization: Units based on Grammar, Dialogues, Readings
Vocabulary Appendix

CONTENT: Grammar: Basic rules, exercises, review; speech patterns, conversation, dialogues, substitution drills, idioms, vocabulary usage, discrimination; reading slections, Pronounciation guides: drills.

COMMENTS: Adult and young adult. Orientation: social situations, school experience, domestic problems, getting along in community. Contemporary speech patterns used. Use of humor, imagination. Quite workable for an inexperienced teacher. Attractive well-organized, paced for review without boring drills, lacking imagination. Large use of situational pictures with drills and conversation involving what people are doing etc. Teacher's annotated edition especially useful for beginning teacher/tutor. A separate cue book in back pocket is a unique feature. Illustrated and keyed to student books it serves in getting student involved in illustrations and conversational drills at his desk in group work without teacher having to do so much of the picture collecting, displaying, and card holding in class at a distance. ("Hands on" pictures for students allows for an immediate effect, more coordination in group work and drills). Variety of useable pronounciation drills blended into lessons, described in teacher's annotated edition. Display cards and word cards included as supplementary materials. Ideas for using them included in Side notes. Exercise book is separate and can be used for reinforcement, or testing, on independent basis. Workable for large group situation with beginning students where maximum reinforcement of visual aids and short drills and conversation is needed. Supplementary materials: Posters (cue book pages enlarged). Tests and key within teacher's annotated edition.

Marcy Edwards

ESL 1.63 ENGLISH FOR SPEAKERS OF VIETNAMESE CATEGORY B

SERIES Spoken English as a Foreign Language PART ___ OF A SERIES OF ___

PUBLISHER Spoken Language Services AUTHOR Wm. Gage and others

FORMAT: Text 366 pages Instruction Manual
Explanations in Vietnamese (Interspersed)
Organization: Units based on Grammar, Dialogues, Pronounciation Drills
Index

CONTENT: Speech patterns, conversation, dialogues; substitution drills.

COMMENTS: Material relevant to life situations, adult and young adult. Orientation: social situations, school experience, getting along in the Community, emphasis on foreign student attending American University. Formal patterns of English stressed.

Because explanations and notes are in Vietnamese, it would best be used by a teacher knowledgeable in Vietnamese. But looking down the column in English with conversations and pronounciation drills, it is usable to a non-Vietnamese speaker. For a tutor with a beginning student it might be a source of comfort that he is getting some aid in pronounciation guides and grammatical explanations in the translations and notes. But of course not knowing what the student is reading and interpretating from the notes might be a problem. There is an instructional manual included in English which goes into much detail: Spoken English as a Foreign Language. It is applicable to the entire series of texts and is a good source of ESL teaching technique and planning. This could be used only in a homogenous class of Vietnamese students.

Marcy Edwards

ESL 1.64 ENGLISH PRONOUNCIATION - AN INTENSIVE COURSE IN ENGLISH CATEGORY B

PUBLISHER University of Michigan Press AUTHOR Rbt. Lado, Charles C. Fries

FORMAT: Special Emphasis Text (Pronounciation)
196 pages Instruction Manual Diagrams
Individual Lessons, Skills, Page by Page

CONTENT: Pronounciation Guides: Diagrams, drills, intonation patterns.

COMMENTS: Material relevant to life situations, adult. Orientation: General usage. Formal patterns of English stressed. Highly developed, makes use of special phonenic alphabet. Best directed to experienced teacher. Drills developed for intononation, rhythm, contractions; includes drills on words, phrases, sentences and conversations. Does not discuss particular problems for different cultural groups.

Marcy Edwards

ESL 1.65 ENGLISH PATTERN PRACTICES CATEGORY B

PUBLISHER University of Michigan Press AUTHOR Rbt. Lado, Charles C. Fries

FORMAT: Oral Pattern Practice 338 pages Instruction Manual (Introduction)
Illustrated Vocabulary Identification Situations
Organization: Dialogues

CONTENT: Speech patterns, conversation, dialogues, substitution drills. Vocabulary usage, discrimination. Pronounciation Guides: Alphabet, intonation patterns.

COMMENTS: Highly developed use of patterns; coordinating picture charts in back of book. No tapes; material used with teacher directing drills; some independent homework indicated for further practice. Strong focus on listening, producing accurate sounds and specific patterns. Tightly structured. Makes use of a special alphabet to standardize pronounciation in introductory material and charts. Charts can be folded out for easy reference while keeping books closed.

Marcy Edwards

ESL 1.66 LISTENING, DICTATION CATEGORY B

SERIES Listening, Writing, Grammar PART __ OF A SERIES OF __

PUBLISHER University of Michigan Press (1976) AUTHOR Joan Morley

FORMAT: Worktext 138 pages Equipment Required: Tapes Key (Contained)
Instructions Boxed or Separately Distinguished
Organization: Individual lessons, Skills, page by page

CONTENT: Speech patterns, conversations, dialogues; vocabulary usage, discrimination. Listening exercises. Simple sentences to write; multiple choice (vocabulary discrimination).

COMMENTS: Adult and young adult. Orientation: Social situations, school experience, domestic problems, getting along in community, general usage. Contemporary speech patterns used. Clear simple instructions designed for independent work. This is a part of a series of 32 language lab. lessons, a workbook to correspond with text English Sentence Structure. Flexibility is possible, in that it can be used either in lab or read by teacher and workbook can be used independentlv of sequence for hitting special needs.

ESL 2.34 NO HOT WATER TONIGHT CATEGORY I

SERIES Collier MacMillan English Readers PART ___ OF A SERIES OF ___

PUBLISHER Collier MacMillan International (1975) AUTHOR J. Bodman, M. Lanzano

See Comments Under Category B.

ESL 2.35 A GUIDE TO TEACHING THE LAO CATEGORY I

PUBLISHER Heartland Educ. Agency/Apple Inc.(1976) AUTHOR Richard P. Murphey

See Comments under Category B

ESL 2.36 ENGLISH LAO STUDENT RESOURCE BOOK CATEGORY I

PUBLISHER Heartland Educ. Agency (1976) AUTHOR Richard P. Murphey

See Comments Under Category B

ESL 2.37 ENGLISH THIS WAY CATEGORY I

SERIES English This Way, A Graded 6 year course PART 5 OF A SERIES OF 12

PUBLISHER MacMillan Company, Inc. (1964) AUTHOR Eng. Language Serv., E. Hall Chm.

FORMAT: Text 152 pages Instruction Manual Key (Contained in Manual)
Illustrated Situations Diagrams
Instructions Boxed or Separately Distinguished
Organization: Units Based on Grammar, Dialogues, Readings
Index

CONTENT: Grammar: Intermediate rules, exercises, review. Speech patterns, conversations, dialogues; substitution drills; idioms; vocabulary usage and discrimination; reading selections.

COMMENTS: Young adult. Orientation: Social situations, school experience, domestic problems, getting along in community. Contemporary speech patterns used. Clear simple instructions designed for independent work and group work. Grammatical study stresses drills with tag questions and answers, negatives, expressions of time in sentences such as until, when, while, after; idioms such as have got to. Conversations relate to subjects as basketball practice, a storm on a lake, going to the seashore; and creative story telling is encouraged with pictures about different things people do. Aimed at interest level of elementary and junior high.

ESL 2.38 ENGLISH THIS WAY CATEGORY I

SERIES English This Way, A Graded 6 Year Course PART 9 OF A SERIES OF 12.

PUBLISHER MacMillian (1964) AUTHOR Eng. Language Serv., E. Hall Chm.

FORMAT: Text 150 pages Instruction Manual Key (Contained in Manual)
Illustrated Situations Instructions Boxed or Separately Distinguished
Organization: Units Based on Grammar, Dialogues, Readings

CONTENT: Grammar: Intermedicate rules, advanced rules, exercises, review. Speech patterns, conversations, dialogues; substitution drills; idioms; vocabulary usage, discrimination; reading selections; Composition: punctuation.

COMMENTS: Young adult. Orientation: Biographical literature and adventure-related experiences. Contemporary speech patterns used. Clear simple instructions designed for independent work. Use of humor, imagination. More emphasis on literary readings than in earlier books of series. Readings include biographies of Liszt and Mozart, Paul Bunyan, Caruso, Captain Farragut. Vocabulary development through stories is emphasized and more precise meanings of expressions defined. Work with dictionary and finer points of sentence structured discussed. Correlative conjunctions. More emphasis on interpretation and flavor of words.

ESL 2.39 MACHINE AGE RIDDLES CATEGORY I

SERIES Practice In Survival Reading PART 1 OF A SERIES OF 7

PUBLISHER New Reader's Press AUTHOR Calvin, Greatsinger

FORMAT: Special Emphasis Text (Survival Reading, Directions) 16 pages
Instruction Manual (Introduction) Key (Contained)
Vocabulary Identification Diagrams Instructions Boxed or Separately Distinguished
Organization: Individual Lessons, Skills, page by page.

CONTENT: Vocabulary usage, discrimination; reading selections. Pictures and diagrams of machines and dials, are included with the instructions given on their faces. The student must identify what these objects are.

COMMENTS: Adult and young adult. Orientation: Domestic problems, getting along in community, identification and operation of simple machines for community use. Contemporary speech patterns used. Clear simple instructions designed for independent work. Careful examination of pictures, which are realistic sketches of dials and panels with instructions for operation of various common machines should provide a useful and unusual "puzzle, game" atmosphere for challenging class discussion. The relevance to real life "puzzles" should heighten interest and motivation and a focus for new vocabulary.

ESL 2.40 SIGNS AROUND TOWN CATEGORY I

SERIES Practice in Survival Reading PART 2 OF A SERIES OF 7

PUBLISHER New Reader's Press (1976) AUTHOR Calvin, Greatsinger

FORMAT: Special Emphasis Text (Reading Signs) 64 pages
Instruction Manual (Introduction) Key (Contained) Illustrated
Vocabulary Identification Situations Diagrams
Instructions Boxed or Separately Distinguished
Organization: Individual Lessons, Skills, pages by page

CONTENT: Vocabulary usage, discrimination; reading selections. Pictures of signs and questions about information given.

COMMENTS: Adult and young adult. Orientation: social situations, school experience, job opportunities, domestic problems, getting along in community, travel. Contemporary speech patterns used. Clear simple instructions designed for independent work. Realistic, eye catching, relevant. Student will probably recognize many signs. Signs included have several items of information to be decoded. Some are: parking lot, bus station, county courthouse, movie theater, airport, tour signs, employment office, grocery store. Not only getting the facts, but interpreting them, and applying them are underscored.

ESL 2.41 LABEL TALK CATEGORY I

SERIES Practice In Survival Reading PART 3 OF A SERIES OF 7

PUBLISHER New Reader's Press (1976) AUTHOR Calvin, Greatsinger

FORMAT: Special Emphasis Text (Reading Labels) 64 pages Instruction Manual (Introductio
Key (Contained) Instructions Boxed or Separately Distinguished)
Organization: Individual Lessons, Skills, page by page.
Vocabulary appendix

CONTENT: Vocabulary usage, discrimination; reading selections. Each two page spread devoted to actual label on left and comprehension questions about label on right.

COMMENTS: Adult and young adult. Orientation: job opportunities, domestic problems, getting along in community. Contemporary speech patterns used. Clear simple instructions designed for independent work. Highly relevant material, often baffling, examined. Take off for discussion and useful comprehension questions provided. Serves as example for endless number of other labels to be brought in/or discussed. For ANY ESL student. Some examples include: Clothing care tags, meat labels, aspirin, batteries, antifreeze, electronic calculator, paint and cool mist vaporizer.

ESL 2.42 READ THE INSTRUCTIONS FIRST CATEGORY I

SERIES Practice in Survival Reading PART 4 OF A SERIES OF 7

PUBLISHER New Reader's Press (1976) AUTHOR Calvin, Greatsinger

FORMAT: Special Emphasis Text (Reading Comprehension) 64 pages
Instruction Manual (Introduction) Key (Contained)
Situations Diagrams Instructions Boxed or Separately Distinguished
Organization: Individual Lessons, Skills, page by page
Vocabulary appendix

CONTENT: Vocabulary usage, discrimination; reading selections.

COMMENTS: Adult and young adult. Orientation: Domestic problems, getting along in community. Contemporary speech patterns used. Clear simple instructions designed for independent work. Each lesson contains a photographic display of actual instructions with questions about data contained in it. Provides a realistic and relevant examination to the general procedure of getting facts about the use of products common to ordinary life and often usable or harmful without understanding of instructions. Some include: motel, copy machine, iron-on patches, spot removers, liquid laundry detergent, frozen foods, getting a drivers license, traffic citation, applying for unemployment insurance.

ESL 2.43 LET'S LOOK IT UP CATEGORY I

SERIES Practice in Survival Reading PART 7 OF A SERIES OF 7

PUBLISHER New Reader's Press (1977) AUTHOR P. Kelly, Waelder

FORMAT: Special Emphasis Text: Reading Comprehension
64 pages Instruction Manual (Introduction) Key (Contained)
Illustrated Vocabulary Identification Situations Diagrams
Instructions Boxed or Separately Distinguished
Organization: Individual Lessons, Skills, Page by Page
Vocabulary Index

CONTENT: Vocabulary Usage, discrimination; reading selections. Each lesson found on a two page spread, shows facsimile of reference page (charts, graphs, dictionary entries, etc.) and the page opposite shows a series of comprehension questions.

COMMENTS: Adult and young adult. Orientation: School experience, job opportunities, domestic problems, getting along in community, reference guides to community life and general information. Contemporary speech patterns used. Clear simple instructions designed for independent work. Highly relevant to survival in community and in academic environment. Some references included are: dictionary, Book index, encyclopedia entries, line graph, vaccination schedule, weight chart, calendar, telephone book, white pages and yellow pages, catalog order information, interstate bus schedule.

ESL 2.44 STUDYING FOR A DRIVERS LICENSE CATEGORY I

PUBLISHER New Reader's Press (1973) AUTHOR Donald Joyce

FORMAT: Special Emphasis Text (Specific Skill Training) Key (Contained)
Organization: Readings Answer Key
Vocabulary Appendix

CONTENT: Vocabulary usage, discrimination; reading selections; completion question-answer.

COMMENTS: Material relevant to life situations; adult and young adult. Orientation: getting along in community, driving skills, rules. Contemporary speech pattern used. Clear simple instructions designed for independent work. Simple format for practical use in acquiring driver's skill and learning of traffic laws. Part I includes a review of rules, then in Part II review questions and sample questions are offered as basis for learning material. Twenty different tests are included and keys for tests contained in appendix. For either independent study or possible group use and discussion. Lacks diagram type study which teacher could augment, but includes signs.

ESL 2.45 TELEPHONE AND TELEGRAPH CATEGORY I

SERIES Your Personal Business PART 1 OF A SERIES OF 2

PUBLISHER New Reader's Press (1975) AUTHOR Cheri Cook

FORMAT: Special Emphasis Text 70 pages Key (Separate) Illustrated
Vocabulary Identification Situations Diagrams
Organization: Readings

CONTENT: Vocabulary Usage, discrimination; reading selections.

COMMENTS: Material relevant to life situations; adult and young adult. Orientation: job opportunities, getting along in community. Contemporary speech patterns used. Clear simple instructions designed for independent work. A working survival kit, this unit is highly relevant to developing communicative skills. Information is presented clearly with comprehension questions and exercises on various topics including: using the white pages (looking for a person's name, for the name of a business, for a gov't. office, etc.) and using abbreviations, and using the yellow pages (with photostatic material of ads, etc.). Diagrams of dials and the use of a telephone in making local and long distance calls are described in detail. Understanding time zones and rates, using telephone courtesy, taking messages and making business calls are discussed. Also, costs, special services, bills. Telegrams are included in a special section. Could be basis for general text, with teacher creating dialogues, grammar studies, and eliciting general conversation.

ESL 2.46 LETTERS, ANNOUNCEMENTS CATEGORY I

SERIES Your Personal Business PART 2 OF A SERIES OF 2

PUBLISHER New Reader's Press (1975) AUTHOR Cheri Cook

FORMAT: Special Emphasis Text 64 pages Key (Separate) Illustrated
Vocabulary Identification Situations Diagrams
Organization: Readings

CONTENT: Idioms; Vocabulary usage, discrimination; reading selections.

COMMENTS: Material relevant to life situations; adult and young adult. Orientation: social situations, school experience, job opportunities, domestic problems, getting along in community. Contemporary speech patterns used. Formal patterns of English stressed. Clear simple instructions designed for independent work. Valuable information, simply described, with examples of letters, announcements, newspaper want ads, personal resumes and special hints on easier letter writing. Exercises included, and a teacher could use any of this material as take off for conversation, grammar, composition or pronounciation. Very flexible unit in some detail relating to high area of need.

ESL 2.47 SIGNS CATEGORY I

SERIES Sign Series Picture Books PART 1 OF A SERIES OF 3

PUBLISHER New Reader's Press (1971) AUTHOR Sol Gordon

See Comments Under Category B.

ESL 2.48 MORE SIGNS CATEGORY I

SERIES Sign Series Picture Books PART 2 OF A SERIES OF 3

PUBLISHER New Reader's Press (1971) AUTHOR Sol Gordon

See Comments under Category B.

ESL 2.49 SIGNS OF OUR TIMES CATEGORY I

SERIES Sign Series Picture Books PART 3 OF A SERIES OF 3

PUBLISHER New Reader's Press (1971) AUTHOR Sol Gordon

See Comments under Category B.

ESL 2.50 EVERYDAY ENGLISH AND BASIC WORD LIST FOR ADULTS CATEGORY I

PUBLISHER Noble & Noble (1960) AUTHOR Angelica W. Cass

FORMAT: Text 38 pages Illustrated Vocabulary Identification Situations
Organization: Units Based on Grammar.

CONTENT: Grammar: Basic Rules, exercises. Speech patterns, conversation, dialogues; reading selections; composition: practical letters. Spelling rules.

COMMENTS: Vocabulary emphasis with cluster groupings, and short dialogues or readings. Direct, and informational without much emphasis on interesting stories, dialogues, or illustrations. Essential word list in back. Use of newspaper in exercises. Exercises mostly suggest using words in sentences. Small book not as comprehensive as other general texts, but useful as guide for word lists and vocabulary development. Consider other recent texts for comprehensive program and dialogue emphasis.

ESL 2.51 ELEMENTARY READER IN ENGLISH CATEGORY I

SERIES Dixson English Series PART __ OF A SERIES OF __

PUBLISHER Regents AUTHOR Robert J. Dixson

See Comments under Category B.

ESL 2.52 PRONOUNCIATION, EXERCISE IN ENGLISH CATEGORY I

SERIES Dixson English Series PART __ OF A SERIES OF __

PUBLISHER Regents AUTHOR M.E. Clarey, Rbt. Dixson

See Comments under Category B.

ESL 2.53 SKITS IN ENGLISH AS A SECOND LANGUAGE CATEGORY I

PUBLISHER Regents (1973) AUTHOR Mary E. Hines

FORMAT: Special Emphasis Text (Conversation) 146 pages
Illustrated Situations
Organization: Dialogues

CONTENT: Grammar: Basic rules, intermediate rules. Speech patterns, conversation, dialogues, substitution drills; idioms; vocabulary usage, discrimination. Composition: Creative. Comprehension questions encourage short and long answers in students own words. Practical use of grammar; each lesson and skit identifies a grammatical point.

COMMENTS: Adult and young adult. Orientation: Social situations, school experience, domestic problems, getting along in community. Contemporary speech patterns used. Use of humor, imagination. Highly imaginative dialogues, with short phrasing and maximum interchange. Perfect for intermediate studentw sho need conversational practice, but who are still inhibited and choking up over long units of speech, illustrations are humorous and appealing. Skits employ basic vocabulary, but not always in directly relevant survival language. Nevertheless, a good supplement because of high interest level, and opportunity to involve class in appealing dialogues. Spill over effect should be strong.

ESL 2.54 CAREERS FOR BILINGUALS CATEGORY I

PUBLISHER Relatina Publications (1975) AUTHOR Zelda V. Oppenheimer

FORMAT: Text 34 pages Equipment: Tapes Instruction Manual
Key (Separate) Pre-test (Separate) Mastery Test (Separate)
Illustrated Situations
Organization: Units based on Grammar Dialogues Readings
Extra Units

CONTENT: Grammar: Intermediate rules, advanced rules, exercises, review. Speech patterns, conversation, dialogues; substitution drills; idioms; vocabulary usage, discrimination; reading selections. Pronounciation guides: drills. Composition: Essay and creative.

COMMENTS: Material relevant to life situations, adult and young adult. Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community, self evaluation and career choice. Contemporary speech patterns used. Clear simple instructions designed for independent work and group dialogue. Use of humor, imagination. Extra two units in appendix of more difficult material for more advanced students. Units explore careers in a unique appraoch to integrating language needs with vocational choices in realistic settings. Units include preliminary study of words and their meanings, pronounciation practice etc., before using them in high interest dialogues. Follow up includes dramatization of dialog and exercises, including completion more review of key words and creative writing. Map study, oral discussion and exercises, all in continual review and mastery of initial introductory dialogue. Mastery is more probable through intensive work from several angles. Grammar and word study exercises creative production and oral work repeat, interweaving throughout each unit. Evaluation, problem solving and exercises, affective involvement gets student into the subject area. Career units include topics on a. the state police, b. the Healt Center, c. Association of Commerce and Metropolitan Transportation Authority, d, a food corporation, e. a real estate company. A thorough manual accompanies text; also wall charts, tapes, student book of illustrations, student and teachers evaluation booklets with six kinds of proficiency tests.

ESL 2.55 ENGLISH FOR SPEAKERS OF VIETNAMESE CATEGORY I

SERIES Spoken English as a Foreign Language PART OF A SERIES OF

PUBLISHER Spoken Language Services AUTHOR Wm. Gage and others

See Comments under Category B

ESL 2.56 ENGLISH CONVERSATION PRACTICES CATEGORY I

SERIES An Intensive Course in English PART 5 OF A SERIES OF 5

PUBLISHER University of Michigan Press (1976) AUTHOR Phinney, Hok, Minkewitz, Nilso

FORMAT: Special Emphasis Text (Exercise SourceBook) 117 pages
Instruction Manual (general introduction) Some Illustrations
Situations Diagrams
Instructions Boxed or Separately Distinguished
Organization: Units Based on Grammar, Dialogues, Readings

CONTENT: Grammar: Basic Rules, intermediate rules, advanced rules. Speech patterns, conversation, dialogues; idioms; vocabulary usage, discrimination; reading selections. Creative composition. Emphasis on oral production, but material could be used to encourage creative written work as well for reinforcement.

COMMENTS: Material relevant to life situations, adult and young adult. Orientation: Social situations, school experience, domestic problems, getting along in community, general usage. Contemporary speech patterns used. Formal patterns of English stressed. Clear simple instructions designed for independent work. Use of humor, imagination. Useful methodological suggestions are included in an introduction. The authors recommend using the text as a source for conversational ideas and exercises, not to be followed item by item. Lists of situations are described with suggestions for hitch hiking conversational ideas; loosely structured dialogues are suggested with maximum imagination and involvement encouraged. Information on specific community problems is included in detail and exercises taking off from that subject are structured to include certain patterns as well as encourage a creative thinking process. Quite useful as resource for conversations with flexibility and relevant social problems a characteristic.

ESL 2.57 ENGLISH PRONOUNCIATION - AN INTENSIVE COURSE IN ENGLISH CATEGORY I

PUBLISHER University of Michigan Press AUTHOR Rbt. Lado, Charles C. Fries

See Comments Under Category B

ESL 2.58 IMPROVING AURAL COMPREHENSION - TEACHER'S BOOK OF READINGS CATEGORY I

PUBLISHER University of Michigan Press AUTHOR Joan Morley

FORMAT: Special Emphasis Text (Listening Skills) Programmed 167 pages
Special Equipment: Tapes
Instruction Manual Key (Contained)
Organization: Dictation, readings
Key

CONTENT: Speech patterns, conversation, dialogues; vocabulary usage, discrimination. Note-taking, problem solving.

COMMENTS: Material relevant to life situations; adult and young adult. Orientation: Social situations, school experience, domestic problems, getting along in community, academic problems found in high school and college. Contemporary speech patterns used (informal). Clear simple instructions designed for independent work (with teacher dictation). The teacher's Book of Readings and accompany student workbook is designed for a structured listening program. Listening with understanding, a difficult skill to be mastered for the ESL student has been neglected in the majority of texts and this highly structed program breaks down the aural comprehension into small units for presentation, programmed for stretching listening memory and appropriate response. Useful as skill developing material for conversation class. Other conversational materials should supplement this to balance the emphasis on listening memory. These materials useful in language class. Materials stress two areas: writing from dictation and listening to oral questions or problems and making up answers.

ESL 2.59 IMPROVING AURAL COMPREHENSION CATEGORY I

PUBLISHER University of Michigan Press AUTHOR Joan Morley

FORMAT: Worktext Programmed Illustrated
Organization: Dictation, readings

CONTENT: Composition: Punctuation, creative, spelling rules.

COMMENTS: Material relevant to life situations, adult and young adult. Orientation: social situations, school experience, domestic problems, getting along in community, general usage. Contemporary speech patterns used. Clear, simple instructions designed for independent work. Use of humor, imagination. Book for teachers Readings with key accompanies workbook. Workbook deals with problem of increasing aural memory span. Dictation and immediate writing together with developing concentration through exercises is provided through short programmed lessons. Exercises are complemented with discussion questions of word meanings and pronounciation and lessons focus on subject unit such as time tables, calendars, directions and spelling problems. Numbers, mathematical problems, and money have a heavy emphasis.

ESL 2.60 LISTENING, DICTATION CATEGORY I

SERIES Listening, Writing, Grammar PART ___ OF A SERIES OF ___

PUBLISHER University of Michigan Press (1976) AUTHOR Joan Morley

See Comments under Category B.

ESL 2.61 READING, WRITING, THINKING CATEGORY I

PUBLISHER University of Michigan Press AUTHOR Mary Lawrence

FORMAT: Text 236 pages Instruction Manual
Instructions Boxed or Separately Distinguished
Organization: Units Based on Grammar Dialogues Readings

CONTENT: Grammar: Basic rules, intermediate rules, advanced rules, exercises, review. Speech patterns, conversation, dialogues, substitution drills; idioms; vocabulary usage, discrimination; reading selections; vocabulary footnotes/marginal notes. Composition: practical letters, punctuation, essay, creative. Writing resumes, application forms, biography, autobiography, exercises in point of view, personal opinion, anedotes.

COMMENTS: Adult and young adult. Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community, oriented to college prep and study. Contemporary speech patterns used. Clear simple instructions for independent work. Use of humor, imagination. Laurence works with similar contextual information as other texts, but utilizes a pressure of memory of basic vocabulary and idiomatic expressions and sentence patterns, and places the focus of energy on the higher thinking processes such as analysis, which the students already have. The vocabulary of logical relationships is stressed and the skills and art of assembling facts, as well as screening material for getting the relevant data out of the overwhelming barage of information clutter continually attacking the ESL student. For the academically oriented, this is an invaluable text, probably best combined with other source materials of grammar and conversation. Lessons center around a reading with various follow-up exercises, both in objective and subjective thinking. Numerous problems offered in library skills. For the high intermediate to advanced.

ESL 2.62 VOCABULARY IN CONTEXT CATEGORY I

SERIES An Intensive Course in English PART 4 OF A SERIES OF 5

PUBLISHER University of Michigan Press (1976) AUTHOR Franklin, Meikle, Strain

FORMAT: Special Emphasis Text (Vocabulary Usage in Conversation)
192 pages Key (Contained) Vocabulary Identification Situations
Diagrams Instructions Boxed or Separately Distinguished
Organization: Dialogues

CONTENT: Speech patterns, conversation, dialogues; substitution drills; idioms; vocabulary usage, discrimination.

COMMENTS: Material relevant to life situations, adult and young adults. Orientation: Social situations, school experience, domestic problems, getting along in community. Contemporary speech patterns used (polite colloquial). Clear simple instructions designed for independent work. Use of humor, imagination. This text has been designed to coordinate with the other texts in "An Intensive Course in English", which are Pronounciation, Sentence Patterns and Pattern Practices. The texts deal with idiomatic expressions used in their various contents. The practice sentences are quite relevant to the newly arrived foreign student; the sentences are easily applied and understood, short enough for comprehension and immediate substitution or reapplication. Content also deals with cultural explanations of the USA. There are also the basic elements of survival English: idioms regarding medical problems, transportation, directions and money. The format is appropriate for intermediate students with a short set of new idioms. Used first in a dialogue (the idioms set off in bold face), notes following: substitution drills next.

ESL 3.18 ADVANCED READINGS AND CONVERSATIONS CATEGORY A

SERIES Orientation in American English PART ___ OF A SERIES OF ___

PUBLISHER Institute of Modern Languages AUTHOR Sandra Costinett

FORMAT: Special Emphasis Text (Reading, Discussion, Writing) 121 pages
Instructions Boxed or Separately Distinguished
Organization: Readings

CONTENT: Speech patterns, conversation, dialogues; idioms; vocabulary usage, discrimination; reading selections; vocabulary footnotes/marginal notes. Composition: Essay and creative.

COMMENTS: Adult and young adult (college prep). Orientation: Social situations, getting along in community, abstract philosophical orientation. Contemporary speech patterns used. Formal patterns of English stressed. Clear simple instructions designed for independent work. Use of humor, imagination. Definitely advanced. Gets the student into readings, comprehension exercises, abstract discussions, perspectives on society, history, current problems and offers problems for essay. Well structured for college-oriented student; however, there is a high relevancy of thoughtful problem solving for adults in non-college situations too. This is not in category of survival English and concrete practical situations such as transportation, medicine and food are not the focus.

ESL 3.19 GRAMMAR FOR USE, Volume 1 CATEGORY A

SERIES Grammar for Use PART 1 OF A SERIES OF 2

PUBLISHER Institute of Modern Languages AUTHOR Eugene Hall

FORMAT: Grammar Text 150 pages Units Based on Grammar

CONTENT: Grammar: Advanced rules, exercises. Creative composition. Analysis of sentence structure and great emphasis on student manipulation of sentences for grammatical mastery.

COMMENTS: Orientation: general usage. Contemporary speech patterns used. Formal patterns of speech stressed. Clear simple instructions designed for independent work. Semi-independent, some explanations probably needed. A conversational proficiency in English is assumed. This text goes beyond the pattern practice emphasis of beginning stages and explores in more depth the structure of English. Student should be able to discuss in English grammatical points, and be able to work with problems of style. Definitely not in the realm of survival English. Foreign students attempting to learn sophisticated elements for college training and preparation would benefit.

ESL 3.20 ENGLISH THIS WAY CATEGORY A

SERIES English This Way, A Graded 6 Year Course PART 9 OF A SERIES OF 12

PUBLISHER MacMillan (1964) AUTHOR Eng. Language Serv., E.Hall Chm.

See Comments under Category I.

ESL 3.21 ENGLISH THIS WAY CATEGORY A

SERIES English This Way PART 12 OF A SERIES OF 12

PUBLISHER MacMillan AUTHOR Eugene Hall

FORMAT: Text 184 pages Instruction Manual Key (Contained in Manual)
Vocabulary Identification Situations
Organization: Units Based on Grammar, Dialogues, Readings

CONTENT: Grammar: Advanced rules, exercises, review; speech patterns, conversations, dialogues; substitution drills; idioms; vocabulary usage, discrimination; reading selections. Composition: Easay and Creative.

COMMENTS: Young adult. Orientation: literature and adventure. Contemporary speech patterns used. Clear simple instructions designed for independent work. Use of humor, imagination. Reading selections center on story of Robinson Crusoe, broken into eight parts throughtout text. Heavy emphasis on vocabulary building and refinement of word meaning, their application in word exercises, and creative writing. Work with prefixes and suffixes included. Dialogues and play acting also stressed.

ESL 3.22 MACHINE AGE RIDDLES CATEGORY A

SERIES Practice In Survival Reading PART 1 OF A SERIES OF 7

PUBLISHER New Reader's Press AUTHOR Calvin, Greatsinger

See Comments under Category I.

ESL 3.23 SIGNS AROUND TOWN CATEGORY A

SERIES Practice In Survival Reading PART 2 OF A SERIES OF 7

PUBLISHER New Reader's Press (1976) AUTHOR Calvin, Greatsinger

See Comments under Category I.

ESL 3.24 LABEL TALK CATEGORY A

SERIES Practice In Survival Reading PART 3 OF A SERIES OF 7

PUBLISHER New Reader's Press (1976) AUTHOR Calvin, Greatsinger

See Comments under Category I.

ESL 3.25 READ THE INSTRUCTIONS FIRST CATEGORY A

SERIES Practice in Survival Reading PART 4 OF A SERIES OF 7

PUBLISHER New Reader's Press (1976) AUTHOR Calvin, Greatsinger

See Comments Under Category I.

ESL 3.26 LET'S LOOK IT UP CATEGORY A

SERIES Practice in Survival Reading PART 7 OF A SERIES OF 7

PUBLISHER New Reader's Press (1977) AUTHOR P. Kelly, Waelder

See Comments Under Category I.

ESL 3.27 STUDYING FOR A DRIVERS LICENSE CATEGORY A

PUBLISHER New Reader's Press (1973) AUTHOR Donald Joyce

See Comments Under Category I.

UNIVERSITY OF CALIF.
LOS ANGELES

AUG 17 1979

CLEARINGHOUSE FOR
JUNIOR COLLEGES

ESL 3.28 TELEPHONE AND TELEGRAPH CATEGORY A

SERIES Your Personal Business PART 1 OF A SERIES OF -2

PUBLISHER New Reader's Press (1975) AUTHOR Cheri Cook

See Comments under Category I.

ESL 3.29 LETTERS, ANNOUNCEMENTS CATEGORY A

SERIES Your Personal Business PART 2 OF A SERIES OF 2

PUBLISHER New Reader's Press (1975) AUTHOR Cheri Cook

See Comments under Category I.

ESL 3.30 PRONOUNCIATION, EXERCISE IN ENGLISH CATEGORY A

SERIES Dixson English Series PART ___ OF A SERIES OF ___

PUBLISHER Regents AUTHOR M.E. Clarey, Rbt. Dixson

See Comments under Category B.

ESL 3.31 CAREERS FOR BILINGUALS CATEGORY A

PUBLISHER Relatina Publications (1975) AUTHOR Zelda V. Oppenheimer

See Comments under Category I.

ESL 3.32 ENGLISH CONVERSATION PRACTICES CATEGORY A

SERIES An Intensive Course in English PART 5 OF A SERIES OF 5

PUBLISHER University of Michigan Press (1976) AUTHOR Phinney, Hok, Minkewitz, Nilson

See Comments under Category I.

ESL 3.33 ENGLISH PRONOUNCIATION - AN INTENSIVE COURSE IN ENGLISH CATEGORY A

PUBLISHER University of Michigan Press AUTHOR Rbt. Lado, Charles C. Fries

See Comments Under Category B.

ESL 3.34 IMPROVING AURAL COMPREHENSION CATEGORY A

PUBLISHER University of Michigan Press AUTHOR Joan Morley

See Comments Under Category I.

ESL 3.35 IMPROVING AURAL COMPREHENSION - TEACHER'S BOOK OF READINGS CATEGORY A

PUBLISHER University of Michigan Press AUTHOR Joan Morley

See Comments Under Category I.

ESL 3.36 READING, WRITING, THINKING CATEGORY A

PUBLISHER University of Michigan Press AUTHOR Mary Lawrence

See Comments Under Category I.